

**COUNTY BOARDS
OF
ELECTION COMMISSIONERS

PROCEDURES MANUAL**



**Provided by the State Board of Election Commissioners
501 Woodlane, Suite 122
Little Rock, AR 72201
501-682-1834
1-800-411-6996
www.state.ar.us/sbec**

(2004)



STATE BOARD OF ELECTION COMMISSIONERS

501 Woodlane, Suite 122
Little Rock, Arkansas 72201
(501) 682-1834

April 2004

Dear County Election Commissioners and Coordinators,

The State Board of Election Commissioners is pleased to provide a complimentary copy of our County Boards of Election Commissioners Procedures Manual. The manual offers useful information to county election commissioners concerning all aspects of the conduct of elections with specific emphasis on the responsibilities and duties of election commissioners throughout the process. When necessary, the manual is updated by the State Board due to changes in election law.

County election commissioners provide an invaluable service to the citizens of the State of Arkansas. Your role in conducting elections is a vital component of our democracy. Unfortunately, your dedicated work for the people of our state often goes unnoticed. The State Board of Election Commissioners would like to offer a sincere and well-deserved "thank you" to all of you who give so generously of your time and talents to ensure fair and orderly elections in the State of Arkansas for the benefit of all Arkansans.

Sincerely,

A handwritten signature in blue ink that reads "Susie Stormes".

Susie Stormes
Director

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INTRODUCTION

Purpose

Arkansas Code Annotated § 7-4-101 charges the State Board of Election Commissioners with statewide training of election officials and county election commissioners. This manual is being provided by the State Board to familiarize new and veteran members of county boards of election commissioners with election processes and procedures for the State of Arkansas and to outline the statutory duties and responsibilities of serving as a member of the county board of election commissioners.

Helpful Contacts

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Little Rock, AR 72201

Office: (800) 411-6996

(501) 682-1834

Fax: (501) 682-1782

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Secretary of State

Elections Division

State Capitol, Room 026

Little Rock, AR 72201

Office: (800) 482-1127

(501) 682-5070

Fax: (501) 682-3408

(501) 682-3548

Internet Site: www.sosweb.state.ar.us

Arkansas Ethics Commission

910 West Second Street, Suite 100

Little Rock, AR 72201

Office: (800) 422-7773

(501) 324-9600

Fax: (501) 324-9606

Internet Site: www.arkansasethics.com

Helpful Contacts (cont'd)

Attorney General's Office

323 Center Street, Suite 200

Little Rock, AR 72201

Office: (501) 682-2007

Fax: (501) 682-8084

Internet Site: www.ag.state.ar.us

Democratic Party of Arkansas

1300 West Capitol Avenue

Little Rock, AR 72201

(501) 374-2361

Republican Party of Arkansas

1201 West Sixth Street

Little Rock, AR 72201

(501) 372-7301

Glossary of Terms [A.C.A. §§ 7-1-101; 7-5-511(a); 7-6-201; 7-9-101; 7-9-125; 7-9-402; 7-10-101]

Act - an enactment having general application throughout the state or an ordinance applicable to a municipality or county and enacted by legislative authority or by the people.

Amendment - any proposed amendment to the Arkansas Constitution, whether proposed by the General Assembly or by the people under the provisions of Amendment 7 or Article 19, § 22.

Automatic Tabulating Equipment - apparatus necessary to automatically examine and count votes as designated on vote cards, and data processing machines which can be used for counting votes and tabulating results, but shall not include "voting machines."

Ballot Label - the portion of cardboard, paper, or other material placed on the front of the machine containing the names of the candidates, a statement of a proposed constitutional amendment, or other question or proposition to be voted on.

Ballot Question - a question in the form of a statewide, county, municipal, or school district initiative or referendum which is submitted or intended to be submitted to a popular vote at an election.

Candidate - any person who has knowingly and willingly taken affirmative action, including solicitation of funds, for the purpose of seeking nomination for or election to any public office.

Candidate and Issue Labels - the cards, paper, booklet, pages, or other material containing the names of offices and candidates, and statements of measures to be voted on.

Canvassing - examining and counting the returns of votes cast at a public election to determine authenticity.

Constitutional Officers of this State - the offices of the Governor, Lieutenant Governor, Secretary of State, Attorney General, Auditor of State, Treasurer of State, and Commissioner of State Lands.

Counting Location - a location selected by the county board of election commissioners with respect to all elections for the automatic processing and/or counting of votes.

Election - the process in which qualified electors nominate or elect a candidate to public office, or decide any measure or question submitted to a vote of the people. A preferential primary, a general primary, a general election, a general runoff election, a school election, and a special election each constitute a separate election.

Election Official or Election Officer - a person who is a member of the county board of election commissioners or a person who is a poll worker, having been designated by a county board of election commissioners to be an election clerk, election judge, or election sheriff.

Electronic Voting System - a system of casting votes by use of marking devices and tabulating votes by use of automatic tabulating equipment or data processing equipment, but shall not include "voting machines."

Fail-safe Voting - the mechanism established under the National Voter Registration Act of 1993 that allows voters who have moved within the same county to vote at their new precinct without having updated their voter registration records.

First-time Voter - any registered voter who has not previously voted in a federal election in the state.

General or Special Election - the regular biennial or annual elections for election of United States, state, district, county, township, and municipal officials and the special elections to fill vacancies therein and special elections to approve any measure, but shall not apply to school elections for officials of school districts.

HAVA - the federal Help America Vote Act of 2002 that established the Election Assistance Commission to assist in the administration of federal elections and allocates federal funds to states for election administration improvements, including replacing punch card and lever voting machines, improving accessibility for disabled voters, implementing a statewide voter registration system, voter and election official training, and other improvements.

Legislative Question - a question in the form of a measure referred by the General Assembly, a quorum court, a municipality, or a school district to a popular vote at an election.

Majority Party - the political party in the State of Arkansas whose candidates were elected to a majority of the constitutional offices of the state in the last-preceding general election.

Marking Device - either an apparatus in which vote cards are inserted and used in connection with a punch apparatus for piercing of vote cards by the voter, or any approved device for marking a paper vote sheet with ink or other substances which will enable the votes to be tabulated by means of automatic tabulating equipment.

Measure - either an amendment or an act.

Minority Party - the political party whose candidates were elected to less than a majority of the constitutional offices of this state in the last-preceding general election or the political party which polled the second-greatest number of votes for the office of Governor in the last-preceding general election, if all of the elected constitutional officers of this state are from a single political party.

Nonpartisan Judicial General Election - the regular biennial election for election of Justice of the Supreme Court, Judge of the Court of Appeals, circuit judge, and district judge.

Party Certificate - a written statement or receipt signed by the secretary or chair of the county committee or of the state committee, as the case may be, of the political party evidencing the name and title proposed to be used by the candidate on the ballot, the position the candidate seeks, payment of the fees, and filing of the party pledge, if any, required by the political party.

Person - any individual, proprietorship, firm, partnership, joint venture, syndicate, labor union, business trust, company, corporation, association, committee, or any other organization or group of persons acting in concert. "Person" shall also include organized political parties as defined in Arkansas Code Annotated § 7-1-101(18).

Political Party - any group of voters which at the last-preceding general election polled for its candidate for Governor in the state or nominees for presidential electors at least three percent (3%) of the entire vote cast for the office.

Polling Site - a location selected by the county board of election commissioners where votes are cast.

Precinct - the geographical boundary lines dividing a county, municipality, township, or school district for voting purposes.

Primary Election - any election held by a political party in the manner provided by law for the purpose of selecting nominees of the political party for certification as candidates for election at any general or special election in this state.

Qualified Elector - a person who holds the qualifications of an elector and is registered pursuant to Arkansas Constitution, Amendment 51:

- 1) Must be a U.S. citizen,
- 2) Must be an Arkansas resident,
- 3) Must be a minimum of 18 years of age,
- 4) Must not presently be adjudged mentally incompetent by a court of competent jurisdiction,
- 5) Must not have been convicted of a felony without the sentence having been discharged or pardoned, and
- 6) Must not claim the right to vote in another county or state.

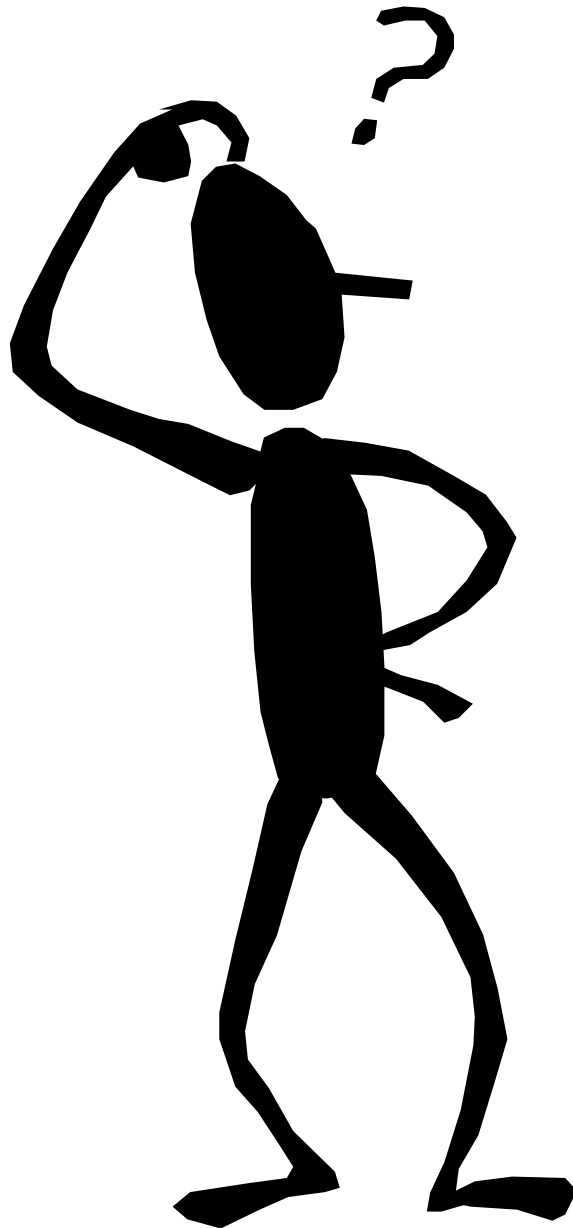
Vacancy in Election - the vacancy in an elective office created by death, resignation, or other good and legal cause, arising prior to election to the office at a general or special election, but arising subsequent to the certification of the ballot.

Vacancy in Nomination - the circumstances in which the person who received the majority of votes at the preferential primary election or general primary election cannot accept the nomination due to death, or notifies the party that he or she will not accept the nomination due to serious illness, moving out of the area from which the person was elected as the party's nominee, or filing for another office preceding the final date for certification of nominations.

Vacancy in Office - the vacancy in an elective office created by death, resignation, or other good and legal cause arising subsequent to election to the office at a general or special election or arising subsequent to taking office and prior to the expiration of the term of office in those circumstances wherein the vacancy must be filled by a special election rather than by appointment.

Vote Card - a card upon which the voter casts his or her votes by the process of punching.

**SO WHO IS THE
COUNTY BOARD OF ELECTION COMMISSIONERS?**



COMPOSITION

Composition of County Boards of Election Commissioners

County election commissioners are local election officials responsible for conducting all elections in their respective counties. Each of the 75 counties in the State of Arkansas has a county board of election commissioners comprised of three (3) members:

- the county chair of the county committee of the majority party,
- the county chair of the county committee of the minority party, and
- a third member appointed by the State Board of Election Commissioners from a certified list of five (5) nominees submitted by the county committee of the majority party. [A.C.A. §§ 7-4-102(a)(1); 7-4-102(b)(1); 7-4-102(b)(2)(A)]

Ineligibility or Inability to Serve

If the county chair of the county committee does not desire to serve or is ineligible to serve on the county board of election commissioners, the county committee must elect someone else to serve in his or her place. [A.C.A. §§ 7-4-102(a)(2)(A); 7-4-102(a)(3)]

For example:

Bob Jones is the chair of the county committee. Due to time restraints, Mr. Jones is unable to serve on the county board of election commissioners. The county committee appoints Joe Smith to serve on the county board of election commissioners in Mr. Jones' place. Bob Jones retains his position as chair of the county committee, while Joe Smith will serve on the county election commission.

Appointment of Third Member

The county committee of the majority party must submit the certified list of five (5) nominees to the State Board of Election Commissioners following the preferential primary election, but at least sixty (60) calendar days before the general election. [A.C.A. § 7-4-102(b)(2)(C)]

The State Board of Election Commissioners must elect all third members of the county boards of election commissioners at least fifty (50) calendar days before the general election. [A.C.A. § 7-4-102(b)(2)(D)]

If the list of five (5) nominees is not submitted to the State Board of Election Commissioners within the stipulated timeframe, the State Board can nominate and elect, by majority vote, any resident of the county as the third member. [A.C.A. § 7-4-102(b)(3)]

The State Board of Election Commissioners will notify, in writing, each elected third member of his or her election and mail a certificate of the appointment to his or her county clerk. [A.C.A. § 7-4-102(c)]

Vacancies

County Committee Chair:

In the event of a vacancy in county committee chair, the county committee vice-chair of the party in which the vacancy occurs shall act as county committee chair until a new county chair is selected by the party. [A.C.A. § 7-4-103(a)]

Third Member of the County Board of Election Commissioners:

In the event of a vacancy in the third member of a county board of election commissioners, the chair of the county committee of the majority party must immediately contact the State Board of Election Commissioners. The State Board shall fill the vacancy from the list of remaining nominees originally submitted. [A.C.A. § 7-4-103(c)]

If the list of nominees was never submitted, the State Board of Election Commissioners will nominate and elect, by majority vote, any resident of the county as the third member to the county board of election commissioners. [A.C.A. § 7-4-103(c)]

Chair of the County Board of Election Commissioners

The county board of election commissioners shall meet at the courthouse at least thirty (30) days prior to the general election to elect one (1) member to serve as chair. [A.C.A. § 7-4-105(a)]

Any of the three (3) members is eligible to serve in the capacity of chair.

Term of Office

County election commissioners hold office until their successors are officially appointed and qualified. [A.C.A. § 7-4-105(a)]

**ARE THERE ANY QUALIFICATIONS TO SERVE ON THE
COUNTY BOARD OF ELECTION COMMISSIONERS?**



QUALIFICATIONS

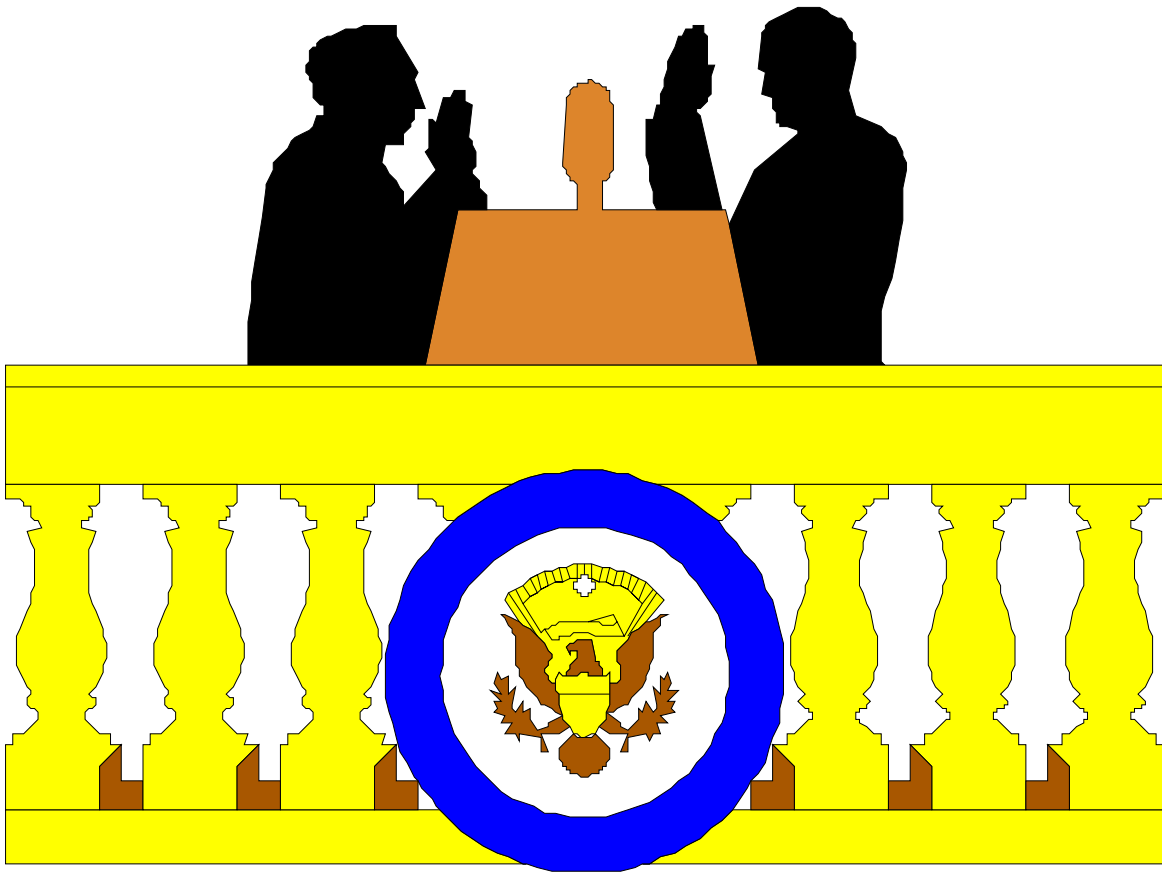
To serve as a county election commissioner, **the commissioner must be:**

- a qualified elector of the State, [A.C.A. § 7-4-109(a)(1)]
- able to read and write the English language [A.C.A. § 7-4-109(a)(1), and
- a resident of the county in which they serve at the time of their appointment or election. [A.C.A. § 7-4-109(b)]

The commissioner must not:

- have been found or pled guilty or nolo contendere to the violation of any election law of this state, [A.C.A. § 7-4-109(a)(1)]
- be a paid employee of any political party, [A.C.A. § 7-4-109(c)]
- be a paid employee of any person running for any office, [A.C.A. § 7-4-109(c)]
- be a candidate for any office to be filled at any election while serving on the county board, [A.C.A. § 7-4-109(a)(2); Art. 3, § 10 of the Arkansas Constitution]
- be married to or related within the second degree of consanguinity to any candidate running for office in the current election, if objection is made within ten (10) days after the list of election officials is posted or published, [A.C.A. § 7-4-109(e)]
- hold at the time of the election any office, appointment, or employment in federal, state, county, or city government [Art. 3, § 10 of the Arkansas Constitution], or
- hold at the time of the election any office, appointment, or employment with any municipal board, commission, or trust in any city, except justices of the peace, aldermen, notaries public, and members of the military. [Art. 3, § 10 of the Arkansas Constitution]

**WHAT ABOUT AN
OATH OF OFFICE?**



OATH OF OFFICE

At least thirty (30) days prior to the general election, the county clerk must send each of the elected third members of the county board of election commissioners, by registered mail, a notice to appear before the clerk to take the oath of office. *[A.C.A. § 7-4-102(d)]*

Before entering on their duties, each member of the county board of election commissioners must take the following oath of office:

“I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Arkansas, and that I will faithfully discharge the duties of the office of county election commissioner, upon which I am now about to enter.” *[Article 19, § 20 of the Arkansas Constitution]*

The oath shall be endorsed upon the certificate of the appointment and the certificate filed with the county clerk and a duplicate forwarded to the Secretary of State. *[A.C.A. § 7-4-102(d)]*

SO WHEN DO WE MEET?



MEETINGS

Notification

The chair of the county board of election commissioners shall notify all members of the commission of all meetings. *[A.C.A. § 7-4-105(b)]*

Quorum/Voting

Two (2) commissioners shall constitute a quorum. *[A.C.A. § 7-4-105(a)]*

Each commissioner has one (1) vote, and two (2) concurring votes shall decide any questions before the county board of election commissioners, unless otherwise provided by law. *[A.C.A. § 7-4-105(a)]*

Freedom of Information Act

When official business is conducted in any meeting of two (2) or more commissioners, the meeting shall be public and held pursuant to the Arkansas Freedom of Information Act of 1967, A.C.A. § 25-19-101 et seq. *[A.C.A. § 7-4-105(b)]*

Public meetings as defined under the Arkansas Freedom of Information Act include:

- drawing of ballot position,
- certification of ballots,
- selection or alteration of location or boundaries of precincts or polling sites,
- designation of election officials,
- correction of errors or omissions of ballots,
- canvassing and certification of election results,
- canvassing and certification of election results due to a recount petition, and
- election day.

Record Keeping

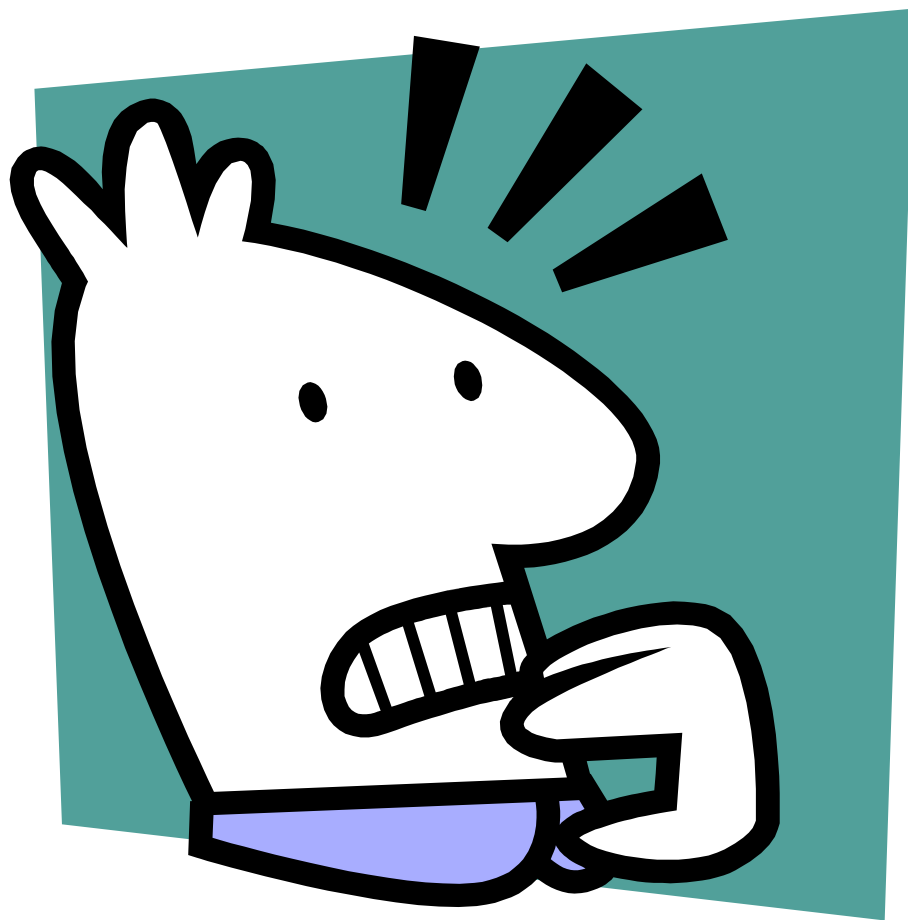
The county board of election commissioners shall keep minutes of all meetings when official business is conducted and shall file the minutes with the county clerk. *[A.C.A. § 7-4-105(b)]*

Compensation

Each member of the county board of election commissioners shall receive for services not more than fifty dollars (\$50) per public meeting when official business is conducted. *[A.C.A. § 7-4-111(b)]*

The county board of election commissioners shall not receive compensation for election duties until election results have been certified and delivered to the Secretary of State. *[A.C.A. § 7-5-701(c)(1)(B)]*

WHO DO WE CALL UPON IF SOMETHING GOES WRONG?



LEGAL ASSISTANCE

The county board of election commissioners may call upon the county's prosecuting attorney or his/her deputy for legal assistance. *[A.C.A. § 7-4-106(a)]*

The county or prosecuting attorney shall defend the county board of election commissioners in any civil lawsuit brought against the county board, or any of its members, if sued in regard to any acts or omissions made during the course of carrying out their official duties as election commissioners. *[A.C.A. § 7-4-106(b)]*

The county board of election commissioners is deemed to consist of county officials; and, its members are immune from suit pursuant to Arkansas Code Annotated § 21-9-301. *[A.C.A. §§ 7-4-102(e); 7-4-115]*

ELECTIONS, WHAT ELECTIONS?



ELECTIONS

An election is the process in which qualified electors nominate or elect a candidate to public office, or decide any measure or question submitted to a vote of the people. A preferential primary, a general primary, a general election, a general runoff election, a school election, and a special election each constitute a separate election. [A.C.A. §§ 7-6-201(6); 7-9-101(6); 7-9-402(1) & (6)]

Types of Elections

A primary election is any election held by a political party in the manner provided by law for the purpose of selecting nominees of said political party for certification as candidates for election at any general or special election in this state. [A.C.A. §§ 7-1-101(21); 7-7-202(a)]

A general election is any regularly scheduled biennial election for election of United States, state, district, county, township, and municipal officials and for the purpose of submitting proposed amendments to the Arkansas Constitution or other questions to a vote of the people, but shall not apply to school elections for officials of school districts. [A.C.A. §§ 7-1-101(13); 7-5-204]

A nonpartisan judicial general election is any regularly scheduled biennial election for election of Justice of the Supreme Court, Judge of the Court of Appeals, circuit judge, and district judge. [A.C.A. § 7-10-101(1)]

A special election is any specially scheduled election to fill vacancies or to approve any measure. [A.C.A. § 7-1-101(13)]

When Held

Preferential Primary Election:

The preferential primary election, commonly known as the primary election, is held in May on the Tuesday three (3) weeks prior to the general primary election. [A.C.A. §§ 7-7-203(b); 7-8-101]

General Primary Election (Primary Runoff):

The general primary election, commonly known as the primary runoff election, is held on the second Tuesday in June preceding the general election. [A.C.A. §§ 7-7-203(a); 7-8-101]

A general primary election shall not be held if there are no races where three (3) or more candidates qualify for the same office or position, unless necessary to break a tie vote for the same office or position at the preferential primary. [A.C.A. § 7-7-202(b)]

General Election:

The general election is held on the Tuesday after the first Monday in November in every even-numbered year. [A.C.A. § 7-5-102]

General Runoff Election:

A general runoff election, applicable to only county and municipal contests, is held three (3) weeks following the date of the general election. *[A.C.A. § 7-5-106(a)]*

Nonpartisan Judicial General Election:

The nonpartisan judicial general election is held on the same dates and at the same times and places as the preferential primary election. *[A.C.A. § 7-10-102(b)(1)]*

Nonpartisan Judicial Runoff Election:

The nonpartisan judicial runoff election is held on the same date and at the same times and places as the November general election. *[A.C.A. § 7-10-102(c)(2)]*

School Election:

The annual school election is held in each school district of the state on the third Tuesday in September. *[A.C.A. § 6-14-102(a)]*

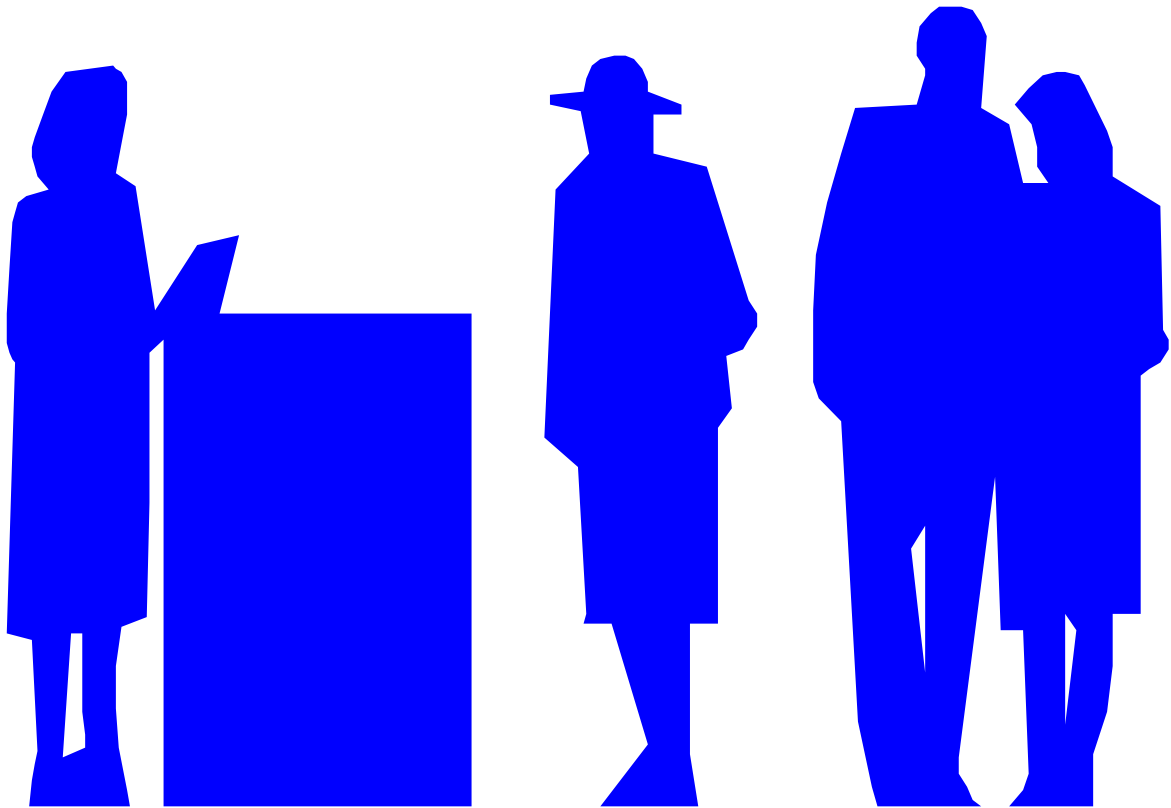
Special Election:

If no time is otherwise provided by law, all special elections to fill vacancies or to elect any officers where there appears to be a tie vote shall be held on the second Tuesday of any month at the time specified in the proclamation issued by the appropriate constituted authority, but no earlier than thirty (30) days following the issuance of the proclamation. *[A.C.A. § 7-5-103]*

Special elections to consider a school tax for additional millages for maintenance and operations or for debt service shall be held on the second Tuesday of any month. *[A.C.A. § 6-14-102(d)]*

Special elections on petition of school district board of directors shall be held on the second Tuesday of any month, but not earlier than thirty (30) days after the date of the county court order fixing the day for the special election. *[A.C.A. § 6-14-105]*

**DOESN'T THE COUNTY CLERK HANDLE ALL ABSENTEE
AND EARLY VOTING?**



ABSENTEE AND EARLY VOTING

The county clerk has statutory authority over all absentee voting and over early voting in the county clerk's office. *[A.C.A. § 7-5-401]*

The county board of election commissioners is responsible for deciding whether to hold early voting at additional polling sites outside the county clerk's office. *[A.C.A. § 7-5-418(b)(1)(A)]*

Conducting Early Voting

Except as otherwise provided, early voting shall be conducted in the same manner as voting on election day. Conduct that is prohibited or restricted on election day shall be subject to the same prohibitions and restrictions on the days on which early voting is conducted. *[A.C.A. § 7-5-418(h)]*

Rejected Absentee Applications

Absentee applications improperly signed and rejected by the county clerk that cannot be resolved with the applicant will be forwarded to the county board of election commissioners for determination as to whether the applicant is a qualified elector. *[A.C.A. § 7-5-409(a)]*

Selection and Appointment of Election Officials

Off-site Early Voting:

The county board of election commissioners shall select and appoint election officials to adequately staff additional early voting polling site(s). *[A.C.A. § 7-5-418(b)(2)]*

Absentee Processing and Counting:

The county board of election commissioners shall appoint absentee election officials to process, count, and canvass absentee ballots *[A.C.A. § 7-5-414(a)]* on election day at a place designated by the county board in the courthouse in accordance with the procedures outlined in Arkansas Code Annotated § 7-5-416.

Absentee and early ballots may be processed prior to the closing of the polls, but may not be counted until after the polls close. *[A.C.A. § 7-5-416(a)(5) and (d)]*

Public Notice

The county board of election commissioners shall post at the county clerk's office the time and location of the opening, processing, canvassing, and counting of absentee ballots. [A.C.A. § 7-5-416(a)(2)]

Ballots

The county board of election commissioners is responsible for providing county clerks with ballots for absentee and early voting prior to the beginning day for absentee and early voting. [A.C.A. §§ 7-5-211(c); 7-5-407]

Dates and Times for Absentee Voting

Preferential Primary, General, Nonpartisan Judicial General, Nonpartisan Judicial Runoff, School, and Special Elections:

Absentee voting begins twenty-five (25) days before the election. [A.C.A. § 7-5-407(a)]

All Other Elections:

Absentee voting begins ten (10) days before the election. [A.C.A. § 7-5-407(b)]

Dates and Times for Early Voting

Preferential Primary, General Primary, General, General Runoff Elections:

Early voting is held during the fifteen (15) days before the election from 8:00 a.m. to 6:00 p.m. on Monday through Friday, and from 1:00 p.m. to 4:00 p.m. on Saturday. [A.C.A. § 7-5-418(a)(1)]

Early voting ends at 6:00 p.m. on the Monday before the election. [A.C.A. § 7-5-418(a)(1)]

Special and School Elections:

Early voting begins fifteen (15) days before the election during regular county clerk office hours. [A.C.A. § 7-5-418(a)(2)]

Early voting ends on the day before the election at the time the county clerk's office regularly closes. [A.C.A. § 7-5-418(a)(2)]

Additional Polling Sites Outside the County Clerk's Office

Dates and Times for Preferential Primary, General Primary, General, General Runoff Elections:

Off-site early voting could take place on any Monday through Friday at any time between the hours of 8:00 a.m. and 6:00 p.m, and on any Saturday at any time between the hours of 1:00 p.m. to 4:00 p.m. beginning fifteen (15) days before the election. [A.C.A. § 7-5-418(b)(1)(A)]

Off-site early voting would end no later than 6:00 p.m. on the Monday before the election. [A.C.A. § 7-5-418(b)(1)(A)]

Dates and Times for Special and School Elections:

Off-site early voting for special and school elections could take place on any of the days and times during regular county clerk office hours beginning fifteen (15) days before the election. [A.C.A. § 7-5-418(b)(1)(A)]

Off-site early voting for special and school elections would end no later than the time the county clerk's office regularly closes on the day before the election. [A.C.A. § 7-5-418(b)(1)(A)]

Locations:

The county board of election commissioners shall determine, by unanimous vote, the location(s) of additional polling sites for off-site early voting. [A.C.A. § 7-5-418(b)(1)(B)]

Notification:

The county board of election commissioners must notify the county clerk of its decision to hold off-site early voting within ten (10) days of its decision. [A.C.A. § 7-5-418(b)(3)(A)]

If the county board of election commissioners decides to hold off-site early voting, the county clerk may elect not to hold early voting within his or her office by notification to the county board within ten (10) days of receipt of the county board's notice. [A.C.A. § 7-5-418(b)(3)(B)]

Publication:

At least five (5) days before early voting begins, the county clerk shall publish the additional hours and location of additional early voting polling sites in a newspaper of general circulation. [A.C.A. §§ 7-5-418(b)(1)(C); 7-5-418(b)(5)]

**SO WHAT NEEDS TO BE DONE BEFORE
ELECTION DAY?**



PRE-ELECTION DAY DUTIES AND RESPONSIBILITIES

Altering Precincts/Establishing New Precincts/Establishing Polling Sites

The county board of election commissioners shall alter the boundaries of existing election precincts and establish new election precincts when necessary. [A.C.A. §§ 7-5-101(a)(1); 7-7-303(a)]

The county board of election commissioners shall designate a polling site for each election precinct [A.C.A. § 7-5-101(a)(2)(A)] and may combine polling sites for two (2) or more precincts when necessary. [A.C.A. § 7-5-101(a)(2)(B)]

The county board of election commissioners shall establish common polling places for the joint conduct of the primary elections of all political parties. [A.C.A. § 7-7-312]

The county board of election commissioners shall designate all the polling sites for each school district in its county, including districts having territory in more than one (1) county but that are domiciled for administrative purposes in its county. [A.C.A. § 6-14-106(a)]

Location:

All polling sites shall be fixed at well-known points in the precincts and easily accessible to all electors entitled to vote there. [A.C.A. § 7-5-101(b)]

The county board of election commissioners shall provide voting locations that are accessible to disabled voters and shall provide reasonable and adequate methods whereby disabled voters may personally and secretly execute their ballots at the polling places. [A.C.A. § 7-5-311(a)] (*See “ADA Compliance” in the “Forms” Section for details*)

Consolidation of Polling Sites:

If requested by resolution adopted by the board of directors of any school district, the county board of election commissioners may reduce the number of polling sites or allow school elections to be conducted by early and absentee voting only with no polling sites open, if all candidates for school district director are unopposed and there are no ballot issues for consideration. [A.C.A. §§ 6-14-102(c); 7-5-101(a)(2)(C)]

If in a special election to fill a vacancy, there is only one (1) candidate and no other office or issue on the ballot, the county board of election commissioners may reduce the number of polling places for the election to at least one (1) poll. [A.C.A. § 7-5-320]

Restrictions:

The county board of election commissioners shall not change the boundaries of existing precincts, create new precincts, or change the polling site in any precinct within thirty (30) days of any election [A.C.A. § 7-5-101(a)(4)(A)], except in the event of an emergency, the county board may change a precinct boundary or a polling site [A.C.A. § 7-5-101(a)(4)(B)].

Public Notice of Changes in Polling Sites:

Notice to the electors of any changes in polling sites shall be posted at all previous polling sites used in the last election. [A.C.A. § 7-5-101(d)(1)]

Except for school and special elections, the county clerk shall mail the notice of any changes in polling sites to each affected registered voter at least fifteen (15) days before the election. [A.C.A. § 7-5-101(d)(2)]

The board of directors of each school district shall publish at least one (1) notice of polling site changes in a newspaper of general circulation, not more than ten (10) days nor less than three (3) days prior to any school election. [A.C.A. § 6-14-106(d)]

Record Keeping:

Altering the boundaries of any precinct, establishing any new precinct, and changing the polling site in any precinct shall be determined in a public meeting, and the county board of election commissioners' actions recorded with the county clerk. [A.C.A. § 7-5-101(c)(1)(A)]

A copy of the order describing the altered or newly established precinct boundaries shall be filed with the county clerk for recording. [A.C.A. § 7-5-101(c)(1)(B)]

Within thirty (30) days of altering the boundaries of an election precinct or establishing a new one, the county board of election commissioners shall submit four (4) copies of the changes, in the form of a map and written description, to the Secretary of State. [A.C.A. § 7-5-101(c)(2)(A)]

Selecting and Appointing Election Officials

An election official is any person who is a member of the county board of election commissioners or a person who is a poll worker designated by a county board to be an election clerk, election judge, or election sheriff. [A.C.A. § 7-1-101(9)]

The county board of election commissioners shall select and appoint a sufficient number of election officials for each polling site, at least twenty (20) days prior to an election. [A.C.A. §§ 6-14-106(a); 7-4-107(b)(1)(A); 7-7-203(e); 7-7-302]

The county board of election commissioners shall designate at least two (2) election officials to direct all proceedings at the centralized counting location. If possible, the election officials shall represent the majority and the minority party. [A.C.A. § 7-5-614(b)(2)]

Qualifications:

To serve as an election official, **the election official must be:**

- a qualified elector of this State, [A.C.A. § 7-4-109(a)(1)]
- able to read and write the English language [A.C.A. § 7-4-109(a)(1)], and
- a resident of the precinct in which he or she will serve at the time of appointment, unless it is impossible to obtain qualified election officials for any precinct, in which case, the

county board can designate other qualified citizens of the county to serve in the precinct. [A.C.A. § 7-4-109(b)]

The election official must not:

- have been found or pled guilty or nolo contendere to the violation of any election law of this state, [A.C.A. § 7-4-109(a)(1)]
- be a paid employee of any political party, [A.C.A. § 7-4-109(c)]
- be a paid employee of any person running for any office, [A.C.A. § 7-4-109(c)]
- be married to or related within the second degree of consanguinity to any candidate running for office in the current election, if objection is made to the county board within ten (10) days after the list of officials is posted or published, [A.C.A. § 7-4-109(e)]
- hold at the time of the election any office, appointment, or employment in federal, state, county, or city government, [Art. 3, § 10 of the Arkansas Constitution]
- hold at the time of the election any office, appointment, or employment with any municipal board, commission, or trust in any city, except justices of the peace, aldermen, notaries public, and members of the military [Art. 3, § 10 of the Arkansas Constitution], or
- be a candidate for any office to be filled at an election at which he or she shall serve [Art. 3, § 10 of the Arkansas Constitution], and
- may be a high school or college student paid to be a poll worker if over 18 years of age and meet all other qualifications of an election official [A.C.A. §§ 7-4-116; 7-4-117], or
- may serve as an unpaid election page if under 18 years of age. [A.C.A. §§ 7-4-116; 7-4-117]

Number:

Each polling site shall have a minimum of two (2) election clerks, one (1) election judge, and one (1) election sheriff. [A.C.A. § 7-4-107(b)(1)(B)]

Election officials may be permitted to work half-day or split shifts at the polls on election day, if the requisite number of election officials is always present. [A.C.A. § 7-4-107(d)]

College and High School Students:

The county board of election commissioners may conduct a special election day program for college and high school students in one (1) or more polling places designated by the county board. [A.C.A. §§ 7-4-116(a)(1); 7-4-117]

Students under eighteen (18) years of age on the election day in which participating may serve as volunteer election pages without compensation. Students at least eighteen (18) years of age on the election day in which participating and who meet all other qualifications of an election official may serve as election officials and may be compensated. [A.C.A. §§ 7-4-116; 7-4-117]

Minority Party Representation:

The minority party election commissioner can designate one (1) fewer election officials than the majority of election officials at each polling site, with a minimum of two (2) per polling site. [A.C.A. § 7-4-107(b)(1)(B)]

Failure to Agree on Selection:

If the county party representatives on the county board of election commissioners fail to agree upon any election official to fill any election post allotted to that respective party by the deadline for selecting and appointing election officials, then the county board shall appoint the remaining election officials. [A.C.A. § 7-4-107(b)(1)(B)]

Public Notice:

Within fifteen (15) days prior to the election, the county board of election commissioners shall publish and post the list of appointed election officials in a public place in the county sheriff's and county clerk's offices. [A.C.A. § 7-4-107(b)(2)]

Compensation:

The county board of election commissioners shall certify to the county court the per diem of election officials for allowance. [A.C.A. § 7-4-107(c)]

Election officials shall receive a minimum of seven dollars and fifty cents (\$7.50) for holding an election, or a greater amount as may be appropriated. [A.C.A. § 7-4-112(a)]

The county board of election commissioners shall certify to the county court the mileage of election officials carrying the returns to the county board for allowance. [A.C.A. § 7-4-107(c)]

Election officials carrying the returns from the precincts to the county board of election commissioners shall be allowed mileage at the rate appropriated, but not more than the rate prescribed for state employees in state travel regulations. [A.C.A. § 7-4-112(b)]

For state-funded elections, the State Board of Election Commissioners has established guidelines and officially promulgated rules under the Administrative Procedure Act establishing election official compensation. [A.C.A. § 7-4-109(f); "Guideline for Submitting Reimbursement Requests to the State Board of Election Commissioners for State-Funded Elections;" "Rules for Reimbursement of Expenses for State-Funded Elections;" "Rules for Election Officials Training, § 203] (See the "Forms" Section)

For school elections, the school district board may allow sufficient compensation to the election officials. [A.C.A. § 6-14-119]

Training:

The State Board of Election Commissioners is charged with conducting statewide training of election officials and county election commissioners prior to regularly scheduled preferential primary elections. The State Board is also charged with developing procedures for monitoring attendance and with determining the method and amount of compensation for attending training. [A.C.A. §§ 7-4-101(f)(2), (3); 7-4-109(f)]

Following each regular legislative session, the State Board of Election Commissioners develops comprehensive training materials for training election officials. The election official training materials developed by the State Board describe duties and responsibilities of election

officials; outline legal procedures before, during, and after polling hours; illustrate potential voting day dilemmas and their solutions; outline procedures for conducting elections pursuant to the National Voter Registration Act of 1993 and the Help America Vote Act of 2002; describe poll watcher and electioneering guidelines; and answer commonly asked questions.

The county board of election commissioners for each county shall designate two (2) qualified electors of the county to attend training conducted by the State Board of Election Commissioners for the purpose of being certified by the State Board as election official trainers for that county. [*“Rules for Election Officials Training, § 202*]

The county board of election commissioners for each county shall designate a minimum of two (2) election officials per polling site to attend election official training conducted by certified trainers and coordinated by the State Board of Election Commissioners. [*A.C.A. § 7-4-109(f)(1); “Rules for Election Officials Training, § 202*]

At least one (1) election official at each polling site on election day must have attended election training coordinated by the State Board of Election Commissioners. [*A.C.A. § 7-4-107(b)(1)(B)*]

Providing Public Notice of Elections

Preferential Primary Elections, General Elections:

At least twenty (20) days before the election, the county board of election commissioners shall give public notice in a newspaper of general circulation in the county of the date of the election, the hours of voting on election day, polling sites for holding the election in the county, and the candidates and offices to be elected. [*A.C.A. § 7-5-202(a)*]

Runoff Elections, Special Elections:

At least ten (10) days before the election, the county board of election commissioners shall give public notice in a newspaper of general circulation in the county of the date of the election, the hours of voting on election day, polling sites for holding the election in the county, and the candidates and offices to be elected. [*A.C.A. § 7-5-202(a)*]

All Elections, Except School Elections:

At least five (5) days prior to the election, a copy of the public notice shall once again be published in a newspaper of general circulation in the county. [*A.C.A. § 7-5-202(b)*]

School Elections:

The board of directors of each school district shall publish at least one (1) notice identifying the polling site for each ward or precinct in a newspaper of general circulation, not more than ten (10) days nor less than three (3) days prior to any school election. [*A.C.A. § 6-14-106(d)*]

The board of directors of each school district beginning at least twenty (20) days before the election shall, in a newspaper of general circulation, once a week for three (3) weeks, publish notice of the time, place, and questions to be submitted to the electors for each election to be held within the district. [*A.C.A. § 6-14-109*]

Preparing and Providing Ballots

Party Candidates:

Each political party is responsible for determining the qualifications of candidates seeking nomination by the political party, for providing, accepting and processing applications for candidacy, and determining the order of its ballot. [A.C.A. § 7-7-201(b)(5)]

Before the name of any person shall appear on the primary ballot of a political party as a candidate for any local, state or federal office, the secretary of the county committee or the secretary of the state committee of the political party, as the case may be, must make an affirmative determination that the person complies with the eligibility requirements of the office (each candidate must file an affidavit of eligibility with either the state or county committee, as the case may be). [A.C.A. § 7-7-301(b)]

At least forty (40) days before the preferential primary election, the chair and secretary of the state committee of the political party shall certify the ballot to the various county committees and to the various county boards of election commissioners with the names of all candidates who have qualified with the state committee for election by filing the party pledge, if any, and paying the filing fees, if any, of the political party within the time required by law. [A.C.A. §§ 7-7-203(d); 7-7-301(e)]

A person who files as a candidate for nomination by a political party is ineligible to be the nominee of any other political party for the same office during the primary election or the following general or special election and ineligible to be an independent or write-in candidate for the same office at the general or special election. [A.C.A. §§ 7-7-103(e); 7-7-204(a)]

Independent Candidates:

Any person desiring to have his or her name placed upon the ballot as an independent candidate without political party affiliation in any general election must file a notice of candidacy no later than the deadline set for filing political practices pledges and party pledges if a candidate of a political party in a primary election. [A.C.A. § 7-7-103(a)]

A person who is certified as an independent candidate by petition of electors according to Arkansas Code Annotated § 7-7-103 is ineligible to be a write-in candidate or the nominee of any political party for the same office at the same general or special election. [A.C.A. §§ 7-7-204(b); 7-7-401(e)(2)]

Withdrawal as a Candidate:

The name of a candidate shall not be printed on the preferential primary ballot or the primary runoff ballot, as the case may be, if prior to the certification of the preferential primary ballot or the primary runoff ballot, as the case may be, the candidate notifies, in writing, signed, and acknowledged, either the secretary of the state committee or the secretary of the county committee, as the case may be, of his or her desire to withdraw as a candidate. [A.C.A. § 7-7-304(b)]

The name of a candidate shall not be printed on the ballot, if prior to the printing of the ballots, the candidate notifies, in writing, signed, and acknowledged, either the Secretary of State or the

county board of election commissioners, as the case may be, of his or her desire to withdraw as a candidate. [A.C.A. § 7-5-207(a)]

Certification of Nominations:

The county boards of election commissioners shall certify to the county clerk and the county and state committee a list of all nominated candidates for county, township, and municipal offices, as well as the political parties' county committee members and delegates. [A.C.A. §§ 7-7-203(i)(1); 7-7-401(a); 7-7-402(a)(2)]

The county board of election commissioners shall certify to the Secretary of State and the secretary of the state committee the results of the contests for all United States, state, and district offices. [A.C.A. §§ 7-7-203(i)(2); 7-7-401(a); 7-7-402(a)(1)]

Nomination as a nonpartisan candidate for Justice of the Supreme Court, Judge of the Court of Appeals, circuit judge, or district judge shall be deemed certified upon the candidate's filing for office by paying a filing fee or upon determination by the appropriate officer that sufficient signatures were obtained by seeking alternative ballot access by petition. [A.C.A. § 7-7-401(e)]

Immediately after determining the results of all United States, state and district offices, the Secretary of State shall certify to the state committee a list of all nominated candidates for the office. [A.C.A. § 7-7-203(i)(2)]

At least fifty (50) days before each general election, the Secretary of State shall certify to all county boards of election commissioners full lists of all candidates to be voted for in their respective counties, along with any proposed amendments to the Arkansas Constitution or other questions to be submitted to a vote of the people. [A.C.A. §§ 7-5-203(a); 7-5-204; 7-7-401(b)]

At least forty-five (45) days prior to the general election, each county committee shall submit the certified list of all nominated candidates for county, township, and municipal offices to the county board of election commissioners and the county clerk. [A.C.A. § 7-7-203(j)(2)(B)(i)]

At least ten (10) days before the day of the election, the county board of election commissioners must post a list at the door of the courthouse of all nominations filed with the county board, and of all nominations, proposed amendments to the Arkansas Constitution, and other questions certified to the county board by the Secretary of State, or required by law to be submitted to the electors at any election. [A.C.A. § 7-5-206(a)]

All election ballots shall contain the name of every candidate whose nomination for any office to be filled at that election was certified to the county board of election commissioners. [A.C.A. § 7-5-207(a)]

No person shall be printed on the ballot in any general or special election as a candidate for election to any office unless certified as a nominee having been selected pursuant to Arkansas Code Annotated § 7-7-101 et seq.

Declination of Nomination:

The Secretary of State shall not certify the name of any candidate who notifies the Secretary of State, in writing and acknowledged, that he or she will not accept the nomination specified in the certificate of nomination. [A.C.A. § 7-7-403(a)]

The county board of election commissioners shall not include on the ballot the name of any candidate who notifies the county board, in writing and acknowledged, that he or she will not accept the nomination specified in the certificate of nominations. [A.C.A. § 7-7-403(b)]

Form of Ballots:

Election ballots provided by the county board of election commissioners of any county in this state for any election shall be in the form prescribed by Arkansas Code Annotated §§ 7-5-208, 7-7-305, 7-9-117 and 7-10-102.

At each primary election, the county boards of election commissioners shall furnish separate ballots for each political party containing the names of persons seeking offices to be voted upon as a nominee or candidate of that political party. [A.C.A. § 7-7-306]

The State Board of Election Commissioners is charged with reviewing either political practice pledges or party certificates and certifying to the Secretary of State the form in which the names and titles of candidates filing for federal, state, or district office will appear on the ballot. [A.C.A. § 7-7-305(c)] (See “Ballot Name Certification Guidelines” in the “Forms” Section)

The county boards of election commissioners are charged with reviewing either political practice pledges or party certificates and certifying the form in which the names and titles of candidates filing for county, township, school, and municipal office will appear on the ballot. [A.C.A. § 7-7-305(c)] (See “Ballot Name Certification Guidelines” in the “Forms” Section)

The name of every candidate shall be printed on the ballot in the form certified by either the State Board of Election Commissioners or the county board of election commissioners, and no candidate shall be permitted to change the form in which his or her name will be printed on the ballot after the deadline for filing the political practice pledge. [A.C.A. § 7-7-305(c)]

Any candidate who fails to file a party certificate by the filing deadline with the Secretary of State or county clerk, as the case may be, shall not appear on the ballot. [A.C.A. §§ 7-7-203(c)(3); 7-7-301(d)]

Only candidates qualified and eligible at the time of filing as a candidate for office shall be printed upon the ballot. If ineligible at the time of filing due to age alone, the candidate shall be printed on the ballot if the age requirement is met at the time of taking office. [A.C.A. § 7-5-207(b)]

When only one (1) candidate qualifies for a particular office or position, the office or position and the name of the unopposed candidate shall be printed on the political party’s ballot in all primary elections. [A.C.A. § 7-7-304(c)]

The names of candidates for nonpartisan judicial offices shall be included on the ballots of the political parties and designated as nonpartisan judicial candidates. Separate ballots containing

only the names of nonpartisan judicial candidates shall also be prepared and made available to voters. [A.C.A. § 7-10-102(b)(2)]

At least thirty-five (35) days prior to the general election, the county board of election commissioners at a public meeting of the county board shall determine by lot the order in which the names of candidates will appear on the ballots. [A.C.A. § 7-5-208(f)(4)]

The county board of election commissioners shall place on the ballots as candidates for school district director the names of any qualified voters whose names have been filed and verified by the county clerk. [A.C.A. § 6-14-111(b)(1)]

Determining the Number of Ballots to Print:

For counties not using voting machines, the county board of election commissioners shall provide for each election precinct, and for each ward of a city or incorporated town in its county, a number of ballots equivalent to one and one half (1.5) times the number of electors voting therein at the last-preceding comparable election, up to a maximum of one hundred five percent (105%) of the total number of registered voters for the respective precinct or ward. [A.C.A. § 7-5-210(a)]

For example:

Anywhere County uses paper ballots with centralized automatic tabulation equipment.

To determine the total number of ballots to print for the entire county for the Preferential Primary Election of 2004, the county board of election commissioners would begin by verifying the total number of registered voters and the number of electors voting at the last-preceding comparable election, in this case, the Presidential Preferential Primary Election of 2000.

The county board of election commissioners determines that Anywhere County has a total of 12,549 registered voters, with 3,137 electors having voted at the Preferential Primary Election of 2000.

The calculation for determining the number of ballots to order is as follows:

Minimum: $3,137 \times 1.5 = 4,706$

Maximum: $12,549 \times 1.05 = 13,176$

This same process would be applied for each election precinct, and for each ward of a city or incorporated town.

Errors or Omissions:

The county board of election commissioners shall announce in a public meeting any errors or omissions in the printing of ballots and immediately correct the error or omission or show cause why the correction should not be done. [A.C.A. § 7-5-209]

Preparing, Testing, and Demonstrating Voting Equipment

The county board of election commissioners shall have complete control and supervision of voting machines at all elections. [A.C.A. § 7-5-507(d)]

The county board of election commissioners is responsible for the proper preparation, use, maintenance, care and custody of all voting machines during elections and while not in use. [A.C.A. § 7-5-508(a)]

Voting Machine Ballot Label:

In all elections in which voting machines are used, the county board of election commissioners shall prepare and certify ballot labels to be used in voting machines [A.C.A. § 7-5-512(a)] and print and furnish ballot labels in the manner prescribed by Arkansas Code Annotated § 7-5-511.

Preparation and Testing of Voting Machines:

The county board of election commissioners is responsible for the preparation and testing of the voting machines for the election. [A.C.A. § 7-5-515(a)]

The county board of election commissioners must notify candidates or their designated representatives by mail of the time and place voting machines will be prepared for the election and of a time that the machines may be inspected. [A.C.A. § 7-5-516]

Once prepared and examined by candidates or their designated representative, the county board of election commissioners shall:

- lock the voting machine against voting,
- seal the voting machine with a numbered seal,
- place the keys in a sealed envelope on which is written the number of the voting machine, the number of the seal, the number registered on the protective counter or devise, and the precinct location of the voting machine, and
- certify that all the counters are set at zero (000).

Note: The keys shall be kept by the county board until delivered to the election officials with the election equipment at the polling site on election day. [A.C.A. § 7-5-517]

Voting machines shall remain locked against voting until the polls are formally opened for voting. [A.C.A. § 7-5-518(a)]

Electronic Voting Marking Devices:

The county board of election commissioners shall cause the marking devices to be put in order, set, adjusted, and made ready for voting when delivered to the election precincts. [A.C.A. § 7-5-611(a)]

Preparation and Testing of Electronic Voting Equipment:

Within five (5) days prior to election day, the county board of election commissioners shall test automatic tabulating equipment to determine whether the equipment will correctly count the votes cast. [A.C.A. § 7-5-611(c)(1)]

The county board of election commissioners shall give public notice of the time and place of the test at least forty-eight (48) hours prior to the testing by publication one (1) time in one (1) or more daily or weekly newspapers in the town, city, or county using the equipment. [A.C.A. § 7-5-611(c)(2)]

Delivering Election Materials

At least one (1) day before any election, the county board of election commissioners shall deliver to persons designated by the county board ballots and supplies for delivery to each set of election officials in each precinct. The person shall not be an elected official, an elected official's deputy, or a candidate for office. [A.C.A. §§ 7-5-211(a); 7-5-512(c)]

The county board of election commissioners should be very selective as to the persons designated above, as the county board is responsible for the security of the delivered election materials. [A.C.A. § 7-5-211(b)]

Election materials will vary by county depending upon the type of voting equipment in use and the type of election being conducted. Election officials should inspect the election supplies prior to opening the polls. [A.C.A. § 7-5-301]

Supplies:

Supplies may include, but are not limited to:

- pens, pencils, and pads
- tape (for required postings)
- magnifying sheet/glass
- one hundred foot (100') spool of string (for marking electioneering area)
- official ballots/vote cards [A.C.A. §§ 7-5-210; 7-5-608; 7-7-305]
- candidate and issue labels [A.C.A. § 7-5-608]
- ballot label (voting machines) [A.C.A. § 7-5-511(b)]
- voting booths (one for every fifty electors voting in the last-preceding comparable election for paper ballot counties) [A.C.A. § 7-5-309(a)(1)]
- permanent ink pens (paper ballot count by hand) [A.C.A. § 7-5-212]
- marking instruments recommended by the manufacture (optical scan equipment) [A.C.A. § 7-5-211(a)(2)(H)]
- "Spoiled Ballot" envelopes [A.C.A. § 7-5-313(b)]
- "Provisional Ballot" envelopes [A.C.A. §§ 7-5-211(a)(2)(G); 7-5-312(b)(1)(B)]
- "Provisional Voter" envelopes [A.C.A. §§ 7-5-211(a)(2)(G); 7-5-312(b)(1)(C)]
- envelopes to seal voted ballots (paper ballot count by hand) [A.C.A. §§ 7-5-211(a)(2)(E); 7-5-317(a)(3)(A)]
- envelopes to seal unused ballots (paper ballot count by hand) [A.C.A. §§ 7-5-211(a)(2)(E); 7-5-317(a)(3)(A)]
- envelopes for keys (voting machine) [A.C.A. §§ 7-5-512(b)(2); 7-5-519]
- container with numbered seal for enveloped voted/unvoted ballots/vote cards (paper ballot count by hand, centralized tabulating equipment) [A.C.A. §§ 7-5-317(a)(3)(A); 7-5-614(b)(1)]
- certificates envelopes [A.C.A. § 7-5-211(a)(2)(E)]
- ballot boxes [A.C.A. §§ 7-4-107(a); 7-5-211(a)(2)(A)]
- numbered ballot box seals [A.C.A. § 7-5-211(a)(2)(A)]
- stub boxes [A.C.A. § 7-5-317(a)(4)]



Forms:

The following forms, if applicable, must be made available to the election officials at the polling sites on election day:

- “Oath of Election Officials” [A.C.A. § 7-5-211(a)(2)(F)] (*See the “Forms” Section*)
- “Precinct Voter Registration List” [A.C.A. §§ 7-5-107(a); 7-5-211(a)(2)(C)]
- “List of Voters” forms [A.C.A. § 7-5-211(a)(2)(B)] (*See the “Forms” Section*)
- “List of Persons Assisting Voters” [A.C.A. §§ 7-5-310(b)(4); 7-5-523(a)(5)] (*See the “Forms” Section*)
- “Spoiled Ballot Affidavit” [A.C.A. § 7-5-313] (*See the “Forms” Section*)
- “Challenged Ballot Form” [A.C.A. §§ 7-5-211(a)(2)(G); 7-5-312(a)(3)] (*See the “Forms” Section*)
- “List of Provisional Voters” form [A.C.A. § 7-5-312(b)(1)] (*See the “Forms” Section*)
- “Voter Complaint Form” (voting machines) [A.C.A. § 7-5-510] (*See the “Forms” Section*)
- “Change in Polling Site Authorization Form” (*See the “Forms” Section*)
- “Voter Registration Application” forms [A.C.A. § 7-5-211(a)(2)(G)]
- “Ballot Accounting Form” [A.C.A. § 7-5-707(a)] (*See the “Forms” Section*)
- tally sheets (paper ballot count by hand, precinct automatic tabulating equipment) [A.C.A. §§ 7-5-211(a)(2)(D); 7-5-315(3); 7-5-613(3)]
- tabulation blanks (voting machines) [A.C.A. §§ 7-5-512(b)(3); 7-5-527(a)(4)]
- Certificates of Election Results (paper ballot count by hand, voting machine, precinct automatic tabulating equipment) [A.C.A. §§ 7-5-211(a)(2)(F); 7-5-315(6); 7-5-526(b); 7-5-613(4)]

Required Postings:

The following information must be posted at each polling site on election day prior to opening the polls:

- the public notice [A.C.A. § 7-5-202(c)(1)]
- sample ballot(s) for that poll [A.C.A. §§ 7-5-202(c)(2); 7-5-608] (altered with such words as “UNOFFICIAL” or “SAMPLE” to prevent production of counterfeit ballots [A.C.A. § 7-5-206(b)])
- two (2) sample ballot labels or diagrams (voting machine) [A.C.A. §§ 7-5-512(b)(1); 7-5-608]
- two (2) copies of all constitutional amendments and acts to be voted upon [A.C.A. §§ 7-5-302(2); 7-9-114(b)]
- zero proof sheet (voting machine) [A.C.A. § 7-5-518]
- two (2) copies of instructions on how to vote, including instructions for fail-safe and provisional voting [A.C.A. §§ 7-5-202(c)(3); 7-5-302(1)] (*See the “Forms” Section*)
- general information on federal and state voting rights* [A.C.A. § 7-5-202(c)(4)]
- general information on the right of an individual to cast a provisional ballot with instructions on how to contact the appropriate officials if their rights are alleged to have been violated* [A.C.A. § 7-5-202(c)(4)]
- general information on federal and state laws on prohibitions on acts of fraud and misrepresentation* [A.C.A. § 7-5-202(c)(5)]
- “Notice on Electioneering” [A.C.A. § 7-1-103(a)(9)] (*See the “Forms” Section*)
- “VOTE HERE” signs (General, Special, and Runoff Elections) [A.C.A. § 7-4-107(b)(3)]
- Americans With Disabilities Act (ADA) signs [A.C.A. § 7-5-311(e)]

* The Secretary of State shall provide this information to each county board of election commissioners and each county clerk. [A.C.A. § 7-5-202(d)]

Election Materials (Annual School Elections):

Upon request of the county board of election commissioners, for uniformity in conducting annual school elections, the State Board of Education shall prepare, distribute, and bear the cost of providing annual school election kits designed especially for conducting annual school elections in the manner required by law. [A.C.A. § 6-14-113(a), (d)]

At least one (1) kit per voting place [A.C.A. § 6-14-113(c)(2)] shall be supplied and distributed to the county boards of election commissioners at least thirty (30) days prior to the annual school election [A.C.A. § 6-14-113(c)] and shall contain:

- carbon paper,
- envelopes for regular ballots,
- envelopes for irregular ballots,
- envelopes for spoiled ballots,
- instructions for voters,
- instructions for election officials,
- seals,
- forms for duplicate lists of voters,
- tally sheets,
- oaths of election officials,
- certificates of results, and
- notices of election. [A.C.A. § 6-14-113(b)]

The county board of election commissioners shall furnish ballots, ballot boxes, and the certified lists of eligible voters to the election officials in the manner provided by law. [A.C.A. § 6-14-113(b)]

ADA Compliance

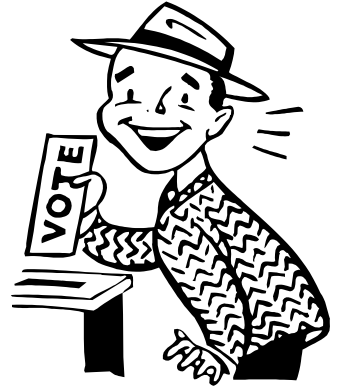
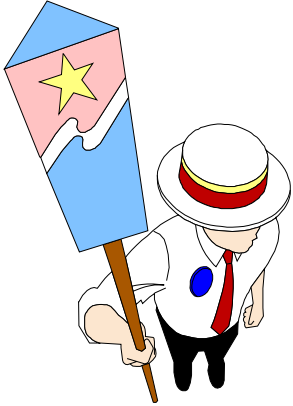
The county board of election commissioners shall provide voting locations that are accessible to disabled voters and shall provide reasonable and adequate methods whereby disabled voters may personally and secretly execute their ballots at the polling places. [A.C.A. § 7-5-311(a)]

The county board of election commissioners shall be responsible for compliance with the Title II requirements of the Americans with Disabilities Act (ADA) regarding the accessibility of voting locations for disabled voters. [A.C.A. § 7-5-311(e)]

On May 22, 1997, pursuant to the settlement of a lawsuit sponsored by the American Civil Liberties Union on behalf of all disabled individuals eligible to vote in elections in the State of Arkansas who, because of physical impediments, require reasonable accommodations or assistance to ensure that they may personally and privately execute their ballots at the polling facility, the State Board of Election Commissioners is charged with assisting county election commissioners in implementing Title II requirements of the Americans with Disabilities Act (ADA), performing a nationwide search of voting system vendors for voting systems that are ADA accessible and preserve secrecy of the ballot for voters who are blind, and monitoring compliance of local election authorities following regularly scheduled general elections.

Prior to all regularly scheduled general elections, the State Board of Election Commissioners mails each county detailed and comprehensive written directives relating to and based upon Title II of the Americans with Disabilities Act guiding county election commissioners in the preparation of forms for evaluating and reporting on the accessibility of the county's polling sites. Based upon information provided by the counties to the State, the State Board compiles a report demonstrating compliance by the local election authorities. Additionally, every six (6) months, the State Board compiles a list of vendors with voting systems that are ADA accessible and preserve secrecy of the ballot for voters who are blind. (*See the "Forms" Section*)

WHAT SHOULD WE EXPECT ON ELECTION DAY?



ELECTION DAY DUTIES AND RESPONSIBILITIES

Opening the Polls

The polls shall be opened at 7:30 a.m. and remain open continuously until 7:30 p.m. [A.C.A. § 7-5-304]

Trouble Shooting

County boards of election commissioners should be available on election day to assist election officials with any problems that might arise during the course of the day.

Prior to election day, the county board might wish to discuss situations that election officials may be forced to address on election day. The following are a few suggested topics of discussion.

Machine Malfunction:

Upon notice of malfunction, the county board of election commissioners in any county using voting machines must be prepared on election day to deliver to any precinct ballots, ballot boxes, replacement machines, or any other necessary equipment or supplies required by law for voting by paper ballot. [A.C.A. § 7-5-513]

Electioneering:

No person shall hand out or distribute or offer to hand out or distribute any campaign literature or any literature regarding any candidate or issue on the ballot, solicit signatures on any petition, solicit contributions for any purpose, or do any electioneering of any kind whatsoever in the building or within one hundred feet (100') of the primary exterior entrance used by voters to the building containing the early voting site or the polling place on election day. [A.C.A. § 7-1-103(a)(9)] (See the "Forms" Section)

Ballot Security:

No person shall carry any ballot obtained from any election official outside of the polling room before the closing of the polls. [A.C.A. §§ 7-1-103(a)(14); 7-5-308]

In those counties using voting machines, upon unlocking the machine for voting, the keys shall be placed in a sealed envelope signed by each election official. Only the county board of election commissioners can authorize the use of the keys during the election and then only in an emergency situation and under the county board's supervision. [A.C.A. § 7-5-519]

Ballot Secrecy:

Each voter shall be provided privacy to mark his or her ballot. [A.C.A. §§ 7-5-309(a)(2); 7-5-310(a); 7-5-418(e)]

No person other than election officials and those voting shall be allowed within six feet (6') of the voting booths, unless otherwise provided by law. [A.C.A. § 7-5-309(a)(4)]

Voting machines must be in plain view of the election officials, but placed so that no person can see or determine how the voter casts his or her vote. [A.C.A. § 7-5-521]

Except for the purpose of voting, no person shall be allowed in the part of the room where voting machines are situated. [A.C.A. § 7-5-521(c)]

In precincts using an electronic voting system, the system must be arranged to assure secrecy in voting. [A.C.A. § 7-5-607]

A voter who informs election officials at the time that he or she presents himself or herself to vote that he or she is unable to cast the ballot due to inability to read or write or due to physical, sensory, or other disability or legal cause may be assisted by either two (2) election officials, or a person named by the voter. The voter shall be assisted without comment or interpretation. [A.C.A. §§ 7-5-310(b); 7-5-523(a)]

A voter who informs election officials that he or she is unable to complete the ballot without help may be assisted by either two (2) election officials, or a person named by the voter. The voter shall be assisted without comment or interpretation. [A.C.A. §§ 7-5-310(b); 7-5-523(a)]

No election official or other person shall unfold a ballot or without the consent of the voter determine or attempt to determine any vote on a ballot before it is placed in the ballot box. [A.C.A. § 7-1-103(a)(16)]

Cross-Over Voting:

No person shall vote in the preferential primary of one (1) political party and then vote in the primary runoff of another political party in this state. [A.C.A. § 7-1-103(a)(19)(B)]

Challenges:

No person shall interfere or prevent or attempt to interfere or prevent any qualified elector from voting at any election, except good faith challenges of ballots or voters in the manner provided by law. [A.C.A. § 7-1-104(a)(6)]

Poll Watchers:

A candidate in person, a representative designated by a candidate, a representative designated by any group seeking passage or defeat of a measure on the ballot, and a representative of a party with a candidate on the ballot are eligible to serve as poll watchers to observe and determine the identity of persons presenting themselves to vote for the purpose of challenging any voter who appears for the purpose of casting a ballot. [A.C.A. §§ 7-5-312(a); 7-5-417(a)]

A candidate in person, a representative designated by a candidate, and a representative of a party with a candidate on the ballot may be present at the count of the ballots in any election for the purpose of determining whether or not the ballots in any election are fairly and accurately counted. [A.C.A. §§ 7-5-316(a); 7-5-416(a)(4); 7-5-615(a)]

Only one (1) poll watcher per candidate, group, or party at any one (1) time may be officially recognized as a poll watcher at each location within a polling site where voters identify themselves to election officials. [A.C.A. § 7-5-312(a)(3)]

Only one (1) poll watcher per candidate, group, or party at any one (1) time may be officially recognized as a poll watcher at each location within the absentee ballot processing site where absentee ballots are processed. [A.C.A. § 7-5-312(a)(3)]

Only one (1) poll watcher per candidate or party at any one (1) time may be officially recognized as a poll watcher at the counting of the ballots. [A.C.A. § 7-5-312(a)(3)]

Poll watchers must display a valid affidavit to the election officials at the polling or counting location in the form of an official “Poll Watcher Authorization Form,” as outlined in Arkansas Code Annotated § 7-5-312. (*See the “Forms” Section*)

Poll watchers may:

- observe the election officials,
- stand close enough to the precinct voter registration lists so as to hear the voter’s name and observe the voter’s signature,
- compile lists of persons voting,
- challenge ballots upon notification to an election official before the ballot is issued to the voter and upon completing a “Challenged Ballot Form,” (*See the “Forms” Section*)
- call to the attention of the election sheriff any occurrence believed to be an irregularity or violation of election law. The poll watcher may not discuss the occurrence unless the election sheriff invites the discussion, and
- be present at the opening, processing, and canvassing of absentee ballots for the purpose of challenging the vote in the manner provided by law for personal voting challenges. [A.C.A. § 7-5-312(a)(3)]

Poll watchers representing a candidate or political party may:

- remain at the polling site after the poll closes if ballots are counted at the poll, be present at the counting of votes by electronic tabulation equipment at a centralized location, and be present at the counting of absentee ballots for the purpose of witnessing the counting of ballots by election officials, and
- upon request made to an election official, inspect any or all ballots at the time the ballots are being counted. [A.C.A. § 7-5-312(a)(3)]

Poll watchers may not:

- be within six feet (6’) of any voting machine or booth used by voters to cast their ballots,
- electioneer inside the polling site or within one hundred feet (100’) of the primary exterior entrance used by voters to the building containing the polling site,
- speak to any voter or in any way attempt to influence a voter inside the polling site or within one hundred feet (100’) of the primary exterior entrance used by voters to the building containing the polling site, or
- disrupt the orderly conduct of the election. [A.C.A. § 7-5-312(a)(3)]

Disorderly Conduct:

The county board of election commissioners shall provide for the preservation of order at all primary election precincts and shall allow no crowd to collect at the polling place nearer than authorized by law. [A.C.A. § 7-7-303(b)(1)]

No person charged with the duty of preserving order at the polling place shall in any manner influence or attempt to influence any person in casting his or her vote. [A.C.A. § 7-7-303(b)(2)]

No person who is a public officeholder, candidate for office, or deputy of a public officer shall be eligible to serve as an officer to keep order at any primary election polling place. [A.C.A. § 7-7-303(b)(3)]

No person shall interfere in any manner with the officials lawfully conducting the election or the canvass. [A.C.A. § 7-1-103(a)(20)(F)]

No person shall interfere in any manner with the voters lawfully exercising their right to vote at the election. [A.C.A. § 7-1-103(a)(20)(F)]

Closing the Polls

When the polls close at 7:30 p.m. [A.C.A. § 7-5-304], all persons who are in line at the polling site to vote shall be permitted to cast their votes. [A.C.A. §§ 7-5-314(c); 7-5-524(b)]

After the polls have closed, the counting of votes shall be open to the public. [A.C.A. § 7-5-316(a)]

Paper Ballots Counted By Hand:

For those counties using paper ballots counted by hand at the polls, upon completion of the count of the ballots, election officials shall process and deliver election returns and materials to the appropriate county authority in accordance with Arkansas Code Annotated § 7-5-317.

Voting Machines:

For those counties using voting machines, upon closing the polls, the election officials shall lock the machines against further voting, sign a certificate attesting to the exact time of locking and sealing the machines, the number of votes shown on the public counters, the number on the seal, and the number registered on the protective counters [A.C.A. § 7-5-526] and expose the vote counts in the presence of all persons authorized to be present in accordance with the procedures outlined in Arkansas Code Annotated §§ 7-5-527 and 7-5-528.

After tabulation of the count, election officials shall lock the doors of the voting machines, sealing the operating levers of the machines to prevent further operation of the voting and counting mechanisms and deliver election returns and materials to the proper official as provided by law. [A.C.A. § 7-5-529]

Electronic Voting:

In precincts where an electronic voting system is used, as soon as the polls close, the election officials shall secure marking devices against further voting, open the vote card box and verify that the number of vote cards cast matches the number of voters shown on the list of voters (discrepancies must be reported in writing to the county board of election commissioners), and process the returns in accordance with Arkansas Code Annotated § 7-5-613.

Election Officials Checklist:

For uniformity at the polls and to help ensure that election officials completed all the necessary tasks on election day, the State Board of Election Commissioners recommends providing a checklist to the election officials at each polling site. (*See the “Forms” Section*)

**WHAT NEEDS TO BE DONE NOW THAT ELECTION DAY
HAS COME AND GONE?**



Rejoice!

POST-ELECTION DAY DUTIES AND RESPONSIBILITIES

Canvassing and Counting Returns

No ballot shall be received or counted in any election unless provided by the county board of election commissioners. [A.C.A. § 7-5-210(b)]

Except for absentee ballots in bulk mailings by an administrative head of a long-term care facility, residential facility, or hospital, absentee ballots in bulk mailings shall not be counted. [A.C.A. § 7-5-411(a)(1)(C)]

Public Notice:

At least three (3) days prior to each election, the county board of election commissioners must post notice in a conspicuous place in the courthouse of the location of each place where votes will be counted by electronic voting equipment, including the names and numbers of all precincts to be counted at each location. [A.C.A. § 7-5-614(a)(2)]

Counting at the Polls:

For those counties using paper ballots counted by hand, upon the close of the polls, the election officials shall immediately certify and attest the list of voters and count to completion by opening the ballot box at the poll and by counting each ballot in turn or by counting by offices and issues in accordance with the procedures outlined in Arkansas Code Annotated § 7-5-315.

If votes are to be tabulated using automatic tabulating equipment at the polling site, the election officials shall proceed to tabulate or direct the tabulation in accordance with Arkansas Code Annotated § 7-5-614.

For school elections, when the polls are closed, the election officials shall immediately proceed to count the results and make returns of the results to the county clerk showing the number of votes cast for each person for school district director, the number of votes cast for and against the school tax, the number of additional mills for maintenance and operation of the schools, the number of mills for dedicated maintenance and operation of the school district, the number of mills for debt service, the total millage rate levied for all purposes, and the number of votes cast for and against any other question submitted. [A.C.A. §§ 6-14-114; 6-14-115(a)]

Centralized Tabulation:

If votes are tabulated using automatic tabulating equipment at a central location, the election officials shall place all vote cards that were cast in the container provided, seal the container, and deliver it, along with the other election materials, to the county board of election commissioners. [A.C.A. § 7-5-614(b)]

Undervotes/Overvotes:

The State Board of Election Commissioners officially promulgated rules under the Administrative Procedure Act addressing voter intent for consistency in assisting the counties in determining whether a ballot has been properly voted, and whether a vote should be counted for any contest in question. [*“Rules for Voter Intent”*] (See the *“Forms”* Section)

Write-in Votes:

Write-in votes shall not be counted in primary elections. [A.C.A. § 7-5-525(c)]

No votes for write-in candidates in general elections shall be counted unless the write-in candidates notified, in writing, the county board of election commissioners and either the Secretary of State or the county clerk, as the case may be, of his or her intention to be a write-in candidate no earlier than noon on the third Tuesday in March and no later than ninety (90) days before the election. This does not apply to write-in candidates for nonpartisan judicial offices. [A.C.A. § 7-5-205]

No votes for a write-in candidate in a nonpartisan judicial election shall be counted unless the candidate or his or her agent gives notice in writing to the county board of election commissioners and either the Secretary of State if a candidate for a Supreme Court, Court of Appeals, or a circuit judgeship or the county clerk if a candidate for a district judgeship of his or her intention to be a write-in candidate no later than sixty (60) days before the election. [A.C.A. § 7-10-103(d)]

No votes for a write-in candidate for school district director shall be counted unless the candidate notifies the county board of election commissioners in writing no later than forty (40) days before the annual school election of his or her intention to be a write-in candidate. [A.C.A. § 6-14-111(c)]

Provisional Ballots:

Provisional ballots shall only be counted upon verification of the voter’s registration status by the county board of election commissioners before certification of the election. [A.C.A. §§ 7-5-306(b)(3); 7-5-312(c); 7-5-416(b)(1)(H)(ii); 7-5-417(c)]

Recounts:

The county board of election commissioners shall conduct a recount of votes cast upon timely receipt of a petition from any candidate requesting a recount, in accordance with Arkansas Code Annotated § 7-5-319.

The county board of election commissioners must notify all candidates whose election could be affected by the recount within forty-eight (48) hours of receipt of the petition for recount. [A.C.A. § 7-5-319(h)]

Only one (1) recount per candidate per election is permitted. [A.C.A. § 7-5-319(b)]

The county board of election commissioners may conduct its own recount of the returns from any or all precincts. [A.C.A. § 7-5-319(b)]

The county board of election commissioners shall certify the results of the last recount. [A.C.A. § 7-5-319(b)]

Ballots will be recounted in the same manner as the initial count, unless the county board of election commissioners determines a possible malfunction of the voting machine or tabulating equipment, in which case, the ballots may be recounted in any manner prescribed by law. [A.C.A. § 7-5-319(c)]

The county board of election commissioners shall determine the actual costs incurred to conduct a recount and charge the candidate petitioning the recount up to a maximum rate of twenty-five cents (25¢) per vote cast in the precincts where the recount is requested or a total of two thousand five hundred dollars (\$2,500) for the entire county, whichever is less. [A.C.A. § 7-5-319(g)]

The county board of election commissioners must collect payment for the recount from the candidate petitioning the recount prior to conducting the recount. However, if the recount changes the outcome of the election, the cost must be refunded to the candidate. [A.C.A. § 7-5-319(f)]

Party Nominee:

If at the preferential primary election, a candidate receives a majority of the votes cast for that office or position, the candidate shall be declared the party nominee. [A.C.A. § 7-7-304(a)(2)]

If no candidate receives a majority of the votes cast for an office or position at the preferential primary election, the names of the two (2) candidates of the political party who received the highest number of votes for an office or position shall be printed upon the ballots at the primary runoff election. [A.C.A. § 7-7-304(a)(3)]

County and Municipal Office:

Whenever there are more than two (2) candidates for election to any county or any municipal office at any general election and no candidate receives a majority of the votes cast for the office, a runoff general election must be held with the names of the two (2) candidates receiving the highest number of votes placed on the ballot to be voted upon by the qualified electors of the county or the municipality, as the case may be. [A.C.A. § 7-5-106(a)]

The candidate receiving the majority of the votes cast for the office at the runoff general election shall be declared elected. [A.C.A. § 7-5-106(d)(1)]

Nonpartisan Judicial Office:

No person shall be elected to a nonpartisan judicial office without receiving a majority of the votes cast at the election for the office. [A.C.A. § 7-10-102(c)(1)]

If no person receives a majority of the votes cast, the two (2) candidates receiving the highest and next highest number of votes shall be certified to a runoff election to be held on the same date and at the same times and places and placed on the same ballot as the November general election. [A.C.A. § 7-10-102(c)(2), (3)]

School District Board of Directors:

If no candidate for any district position receives a majority of the votes cast for the office, a runoff election shall be held in the district three (3) weeks following the date of the election with the names of the two (2) candidates receiving the highest number of votes placed on the ballot. [A.C.A. § 6-14-121(a)]

The person receiving the majority of the votes cast for the position at the runoff election shall be declared elected. [A.C.A. § 6-14-121(b)]

Tie Vote for School District Board of Directors:

In the case of a tie vote for a position of director, the names of the two (2) candidates receiving the tie vote shall be placed on the ballot of a runoff election held on the date three (3) weeks after the regular school election. [A.C.A. § 6-14-120(c)]

The candidate receiving the highest number of votes at the runoff election shall be declared elected. [A.C.A. § 6-14-120(c)]

In the event the two (2) candidates in the runoff election seeking election to the same district position receive the same number of votes, a tie shall exist, and the county board of election commissioners shall determine the winner by lot at an open public meeting and in the presence of the two (2) candidates. [A.C.A. § 6-14-121(c)]

Tie Vote for County and Municipal Office:

If the two (2) candidates receiving the highest number of votes also receive the same number of votes, a tie shall exist and the names of those two (2) candidates shall be placed on the runoff general election ballot to be voted upon by the qualified electors of the county or the municipality, as the case may be. [A.C.A. § 7-5-106(b)]

If one (1) candidate receives the highest number of votes, but not a majority of the votes, and two (2) other candidates receive the same number of votes for the next highest number of votes, a tie shall exist between the two (2) candidates, and the county board of election commissioners must determine the runoff candidate by lot at a public meeting in the presence of the two (2) candidates. [A.C.A. § 7-5-106(c)]

In both cases, the candidate receiving the majority of the votes cast for the office at the runoff general election shall be declared elected. [A.C.A. § 7-5-106(d)(1)]

If in the runoff election, the two (2) candidates seeking election receive the same number of votes, a tie shall exist, and the county board of election commissioners shall determine the winner by lot at an open public meeting in the presence of the two (2) candidates. [A.C.A. § 7-5-106(d)(2)]

Tie Vote for United States Congress:

If any two (2) candidates receiving the highest number of votes also receive an equal number of votes, a tie shall exist, a special runoff election must be held three (3) weeks from the day of the general election, and the names of those two (2) candidates shall be placed on a special runoff election ballot to be voted upon by the qualified electors of the congressional district. [A.C.A. § 7-5-703(c)]

Tie Vote for Legislative, Judicial, and Executive Officers (*Judicial excludes Justice of the Supreme Court, Judge of the Court of Appeals, Circuit Judge, District Judge, and Constables; Executive Officers include Commissioner of State Lands only*):

If any two (2) candidates receiving the highest number of votes also receive an equal number of votes, a tie shall exist, a special runoff election must be held three (3) weeks from the day of the general election, and the names of those two (2) candidates shall be placed on a special runoff

election ballot to be voted upon by the qualified electors of the state, districts, circuits, or counties, as the case may be. [A.C.A. § 7-5-704; *Arkansas Constitution, Article 6, § 3*]

Tie Vote for Constitutional Officers (*includes Governor, Lieutenant Governor, Secretary of State, Treasurer of State, Auditor of State, and Attorney General; excludes Commissioner of State Lands*):

If two (2) or more candidates receive an equal number of votes and the highest number of votes for the same office, one (1) of them shall be chosen by a joint vote of both houses of the General Assembly by a majority vote. [A.C.A. § 7-5-705(b); *Arkansas Constitution, Article 6, § 3; Amendment 6, §3*]

Certifying Results

Preliminary and Unofficial Results:

Immediately after the count of the vote is complete, the county board of election commissioners shall declare and report preliminary and unofficial results of the election, including a statement of the number of outstanding absentee ballots of overseas voters, to the county clerk who must immediately transmit the results to the Secretary of State via the internet website provided by the Secretary of State for federal, state, and district elections. [A.C.A. §§ 7-5-701(a)(2); 7-9-119]

Provisional Ballots:

Prior to certification of the results of the election, the county board of election commissioners shall determine whether provisional ballots are valid and include those found to be valid in the final count. [A.C.A. §§7-5-306(b)(3); 7-5-312(c); 7-5-416(b)(1)(H)(ii); 7-5-417(c); 7-7-308(d)]

Certified Results:

For all state and federal elections, the county board of election commissioners, from the certificates and ballots received from the several precincts, shall determine, declare, and certify the result of the election to the Secretary of State, no earlier than forty-eight (48) hours nor later than the tenth calendar day after the election by transmitting the certified results for each polling place to the county clerk who shall immediately transmit the results to the Secretary of State via the internet website provided by the Secretary of State. [A.C.A. §§ 7-5-701(a)(1); 7-5-707(c)(1); 7-7-203(g)(1); 7-7-309; 7-9-119]

All overseas absentee ballots executed by the day of the election and received by the county clerk by 5:00 p.m. ten (10) calendar days after the election shall be counted regardless of whether they would change the outcome of the election. [A.C.A. § 7-5-411(a)(1)(B)(ii); 7-5-701, *as amended by Act 1475 of 2001*]

For all school elections, the county board of election commissioners, from the certificates and ballots received from the polling places, shall determine, declare, and certify the result of the election to the county clerk, no earlier than forty-eight (48) hours nor later than ten (10) days after the election. [A.C.A. § 6-14-115]

The county board of election commissioners shall file a certificate detailing the result of the election in the office of the county clerk. [A.C.A. §§ 6-14-115(a); 7-5-701(b)]

Other Reporting:

At the same time the vote is certified to the Secretary of State, the county board of election commissioners shall report to the State Board of Election Commissioners the total number of ballots cast, the total number of ballots printed and delivered to the polls, the total number of provisional ballots that were disqualified, the total number of counted provisional ballots, the total number of spoiled ballots, and the total number of unused ballots by transmitting the information to the county clerk who shall enter and transmit the information to the State Board via the Secretary of State's internet website. [A.C.A. § 7-5-707(a)(1), (c)(2)] (*See the "Forms" Section*)

Within thirty (30) calendar days after any election, the county board of election commissioners shall report to the State Board of Election Commissioners the number of overvotes and undervotes cast in the election. [A.C.A. § 7-5-707(b)]

Abstracts of the Returns:

The county board of election commissioners shall mail to the Secretary of State certified copies of the abstracts of the returns of the election for members of Congress and for all executive, legislative, and judicial officers no earlier than forty-eight (48) hours nor later than the tenth calendar day after the election. [A.C.A. § 7-5-701(c)(1)(A)]

The county board of election commissioners shall certify and deliver an abstract of all votes cast on any measure to the Secretary of State within fifteen (15) days after the election. [A.C.A. § 7-9-119(b)]

Certificate of Election:

The county board of election commissioners shall deliver a certificate of election to the person having the highest numbers of legal votes for any county office within fourteen (14) days after the day of the election. [A.C.A. § 7-5-701(a)(3)]

Vacancy in Nomination

A vacancy in nomination occurs in the case of a tie vote for the same office in a primary runoff election or when the person who received the majority of votes at the preferential primary election or general primary election cannot accept the nomination due to death or notifies the party that he or she will not accept the nomination due to serious illness, moving out of the area from which the person was elected as the party's nominee, or filing for another office prior to the final date for certification of nominations. [A.C.A. §§ 7-1-101(24); 7-7-104(b)]

When a vacancy in nomination occurs, the state committee of the political party must notify the Governor within five (5) days of the qualifying event as to whether the party chooses to fill the vacancy in nomination at a special election or by convention. [A.C.A. § 7-7-104(c)]

If within the time prescribed, the party notifies the Governor of its desire for a special election, the Governor must issue a proclamation calling the special election within five (5) days of notification by the party. The proclamation shall establish the deadline for filing as a candidate for nomination (no more than twenty (20) days after the proclamation) and establish the date of the special election (no earlier than thirty (30) days nor later than forty-five (45) days following the filing deadline). [A.C.A. § 7-7-104(e)(1)]

A runoff election, if required, shall be held two (2) weeks after the date of the special election. [A.C.A. § 7-7-104(e)(2)]

If the party notifies the Governor of its desire to fill the vacancy in nomination by convention, the convention shall occur no later than twenty-five (25) days after notice to the Governor. [A.C.A. § 7-7-104(f)]

Vacancy in Office (United States House of Representative, Lieutenant Governor, Senate or House of Representatives of the General Assembly):

A vacancy in office occurs when a vacancy in an elective office is created by death, resignation, or other good and legal cause following election to the office at a general or special election or following taking office and prior to the expiration of the term of office in those circumstances where the vacancy must be filled by a special election rather than by appointment. [A.C.A. § 7-1-101(25)]

If a vacancy occurs, the Governor shall certify the fact of vacancy in writing to the state committees of the respective political parties and request notification in writing within ten (10) days as to whether the political parties desire to hold a special primary election to choose a nominee of each party as a candidate for election to the vacant office. [A.C.A. § 7-7-105(1)(A)]

If the state committee of any political party notifies the Governor within the time prescribed of its desire to hold a special primary election, a special primary election shall be mandatory. [A.C.A. § 7-7-105(1)(B)]

The proclamation calling for a special election to fill the vacancy in office shall specify the date on which the special primary elections shall be held (at least thirty (30) days but no more than forty-five (45) days following the deadline for qualifying as a candidate for nomination), the date on which the runoff primary election shall be held in the event no candidate receives a majority vote, and the deadline for filing as a candidate for nomination (allowing at least ten (10) days). [A.C.A. § 7-7-105(1)(C), (D)]

Any person desiring to be a candidate for office as an independent candidate without political party affiliation must file nomination petitions on or before the deadline in the proclamation to file and qualify as a candidate for nomination at the special primary election. [A.C.A. § 7-7-105(2)]

If no special primary election is held, the Governor shall establish the filing period for independent candidates. [A.C.A. § 7-7-105(2)]

If the state committee of any political party notifies the Governor of its desire not to hold a primary election, the Governor shall fix a deadline for filing as a nominee for election at the special election and nominations may be made upon certification of the chair or secretary of a convention of delegates of a political party called and held in accordance with party rules. [A.C.A. § 7-7-105(3)]

A political party may fill a vacancy by convention within ten (10) calendar days of notification, if the person running unopposed in a preferential primary cannot accept the nomination due to death or will not accept the nomination due to a serious illness. [A.C.A. § 7-7-106]

Election Contests

Candidate Contest:

Within twenty (20) days of the certification complained of, any candidate can contest the certification of nomination or the certification of vote in any election in the circuit court of the county in which the certification of nomination or certification of vote is made [A.C.A. §§ 6-14-116; 7-5-801], and the election contest shall be tried by the circuit judge in open court without a jury. [A.C.A. § 7-5-804(a)]

Contest of State Legislative Offices:

Any contest to the eligibility, qualification, or election to serve as a member of the Senate of the General Assembly shall be in accordance with the rules and procedures for election contests as established by the Senate under its governing rules. [A.C.A. § 7-5-805(a)]

Any contest to the eligibility, qualification, or election to serve as a member of the House of Representatives shall be initiated by filing a complaint with the Arkansas State Claims Commission within fifteen (15) days after the election returns are certified by the county board of election commissioners in the case of election contests, and at any time after the election in the case of eligibility contests. [A.C.A. § 7-5-805(b)]

Contest of State Constitutional Executive Offices (*excludes Commissioner of State Lands*):

All contested general elections of Governor, Lieutenant Governor, Secretary of State, Treasurer of State, Auditor of State, and Attorney General shall be decided by the joint vote of both houses of the General Assembly with the President of the Senate presiding. [A.C.A. § 7-5-806(a)]

Citizens Contest:

Within twenty (20) days after any election, if ten (10) reputable citizens of any county allege that illegal or fraudulent votes were cast, that fraudulent returns or certification were made, or that the Political Practice Act was violated, the citizens can file a complaint with the circuit court. [A.C.A. §§ 6-14-116; 7-5-807]

Within sixty (60) days after the certification of the vote, if twenty-five (25) qualified electors of the state contest the returns and certification of the votes cast upon any measure, the contestants can file a complaint with the Circuit Court of Pulaski County. [A.C.A. § 7-9-121]

Preserving Election Materials and Equipment

Voting Machines:

Immediately following the completion of tabulation of the returns and the sealing of the machines, the machines shall be released to the proper officials designated by the county board of election commissioners. [A.C.A. § 7-5-530(a)]

In the event of a recount, the county board of election commissioners shall place custody of the questioned machines with the sheriff of the county for storage in a place to which only the sheriff has access until further orders of the county board or court. [A.C.A. § 7-5-530(c)]

Except on court order, all voting machines used in any election shall remain locked and sealed until the election results are certified. [A.C.A. § 7-5-531]

Ballots and Certificates:

Immediately after canvassing and certifying the results of the primary, the county board of election commissioners shall file all list-of-voters forms, all precinct voter registration lists, and all ballots, affidavits, and other documents received from the election officials with the county clerk, who shall preserve the materials for a period of two (2) years. *[A.C.A. § 7-7-310]*

For all elections other than the primary, the county boards of election commissioners shall be custodian of the records. *[A.C.A. § 7-5-702]*

The county board of election commissioners shall retain custody of and safely keep in a sealed, appropriately marked container all ballots and certificates returned to it from the several precincts for a period of twenty (20) days. *[A.C.A. § 7-5-702(a)]*

If notified in writing within the twenty (20) day period of an election contest or initiation of criminal prosecution, the county board of election commissioners shall preserve some of the ballots and certificates as may relate to the contest or prosecution for use as evidence. *[A.C.A. § 7-5-702(b)]*

After the twenty (20) days, ballots and certificates shall be stored for a period of two (2) years from the date of the election. *[A.C.A. § 7-5-702(a)]*

During the time the ballots are retained or stored, no one shall open the package containing them unless directed to do so by a competent tribunal before which an election contest or prosecution is pending in which the ballots are to be used as evidence. *[A.C.A. § 7-5-702(c)]*

Ballot Stubs:

The county treasurer shall retain custody of and safely keep in a sealed, appropriately marked container all ballot stubs delivered to him or her from the several precincts for a period of twenty (20) days, after which time they shall be stored unless an election contest has been filed or a criminal prosecution initiated in connection with the election. *[A.C.A. § 7-5-702(d)]*

Destruction of Ballots and Ballot Stubs:

After a period of two (2) years, the county board of election commissioners may destroy the ballots and ballot stubs upon entering an order directing the destruction, upon making and retaining a record of ballots and ballot stubs destroyed, and upon filing the order and record with the county clerk. *[A.C.A. § 7-5-702(e)]*

Records of Funds:

The county board of election commissioners of each county shall maintain records of all funds received by and of all expenditures made by the county board, and the records shall be open to the public pursuant to the Arkansas Freedom of Information Act of 1967. *[A.C.A. § 7-4-113]*

Enforcing Election Laws

Machine Malfunction Complaints:

The county board of election commissioners shall provide each polling place using voting machines with voter forms for complaints about the function of a voting machine. The election officials shall forward the filed complaints to the county board of election commissioners for investigation. [A.C.A. § 7-5-510] (*See the “Forms” Section*)

Written Complaints:

All written complaints concerning any election law violation or irregularity received by the county board of election commissioners must be forwarded to the appropriate county clerk and prosecuting attorney for evaluation. [A.C.A. § 7-1-109]

Failure to Show Identification:

Following each election, the county board of election commissioners may review the precinct voter registration lists for voters not providing identification at the polls and forward the information to the prosecuting attorney for investigation of possible voter fraud. [A.C.A. § 7-5-305(a)(8)(B)(iii) & (iv)]

Provisional Ballots:

When determining the validity of provisional ballots, if the county board of election commissioners suspects that a violation of election laws has occurred, the county board may refer the matter to the prosecuting attorney. [A.C.A. § 7-5-312(c)]

Affidavit of Compliance

Each county board of election commissioners shall file an affidavit with the State Board of Election Commissioners within fifteen (15) days following any election affirming compliance with all duties and responsibilities of conducting the election. [A.C.A. § 7-4-107(e)] (*See the “Forms” Section*)

Election Expenses

The cost of political party primaries shall be paid by the State of Arkansas from an appropriation made to the State Board of Election Commissioners for that purpose. [A.C.A. § 7-7-201(a)]

Except for primary elections, the cost of preparing voting machines for all elections in which used, including the cost of all necessary supplies and technical assistance required in preparing the machines and the cost of transporting voting machines to and from the polling sites in each county, shall be paid from the county general fund by the county in which the machines are used. [A.C.A. § 7-5-508(b)]

For all general and special elections, the costs of using electronic voting systems, including costs of supplies, technical assistance, and transportation of the system to and from polling places shall be paid from the municipal or county general funds by the municipality or county in which the system is used or from other available public funds. [A.C.A. § 7-5-605(b)]

Primary Elections:

The State Board of Election Commissioners is charged with funding political party primary elections from funds appropriated for election expenses to cover the expenses of the State Board and the county boards of election commissioners for conducting preferential primary elections, general primary elections, special primary elections, nonpartisan judicial general elections, and statewide special elections. [A.C.A. § 7-7-201(a)]

The three-member county board of election commissioners in each of the 75 counties in this State is responsible for conducting elections within its respective county. Prior to and following each state-funded election, the State Board of Election Commissioners furnishes each county board with worksheets for requesting reimbursement of election expenses accompanied by comprehensive guidelines and instructions that are updated biennially following each legislative session. This system of reimbursement has resulted in uniform and consistent distribution of funds from the State to the counties and has provided the State with the information needed for the development of databases of comparative election costs allowing the State to maintain a high level of fiscal accountability. If notified in writing within the twenty (20) day period of an election contest or initiation of criminal prosecution, the county board of election commissioners shall preserve some of the ballots and certificates as may relate to the contest or prosecution for use as evidence. [A.C.A. § 7-7-201(b)(2)] (*See the “Forms” Section*)

The State Board of Election Commissioners may withhold reimbursement of funds to the counties for state-funded elections for failure to comply with the rules developed by the State Board for the administration of primary elections or applicable state election laws until all requirements are met to the satisfaction of the State Board. [A.C.A. § 7-7-201(b)(4)]

General Elections:

Expenses of general elections shall be paid by the counties in which held. Cities and incorporated towns shall reimburse the county boards of election commissioners for the expenses of any election in accordance with the formula outlined in Arkansas Code Annotated § 7-5-104.

School Elections:

The board of directors of each school district in the county shall reimburse the county board of election commissioners for the entire cost of the election from the school fund, with each district's share of the total being determined in accordance with Arkansas Code Annotated § 6-14-118.

THE HELP AMERICA VOTE ACT OF 2002 (HAVA)

What Is HAVA?

In 2002 Congress passed the Help America Vote Act (HAVA) in response to problems that arose in Florida in the 2000 Presidential Election. HAVA mandates a number of changes in election law in Arkansas, and, pending an appropriation from Congress, provides funding to meet some of the mandates and improve the overall administration of elections in the state. The following is a brief description on how HAVA affects elections in Arkansas.

Voting Systems Requirements

Voting systems include the following:

- punch card equipment,
- lever voting machines,
- optical scan machines,
- direct recording electronic voting devices (DREs), and
- paper ballots counted by hand.

HAVA requires that by January 1, 2006, all voting systems meet the following standards:

- permit the voter to verify the vote before the ballot is cast and counted,
- provide the voter with an opportunity to change the ballot or correct an error, including the opportunity for a replacement ballot in paper ballot counties, and
- privately notify the voter of an overvote, the effect of an overvote, and an opportunity to correct the overvote.

HAVA does not ban any type of voting system currently being used, but the standards set in HAVA are most easily met by DREs.

What if the County Continues to use Voting Systems Other Than DREs?

The HAVA requirements could still be met by establishing a voter education program for each type of voting system that notifies the voter of the effect of an overvote and by providing each voter with instructions on how to correct the ballot before it is cast and counted.

Voter Registration System

HAVA requires that the Secretary of State “implement, in a uniform and nondiscriminatory manner, a *single*, uniform, official, centralized, interactive, computerized statewide voter registration list, defined, maintained and administered *at the State level*” (emphasis supplied). The list must contain the name of every registered voter in the state, along with a unique identifier for every voter.

HAVA stresses that:

- the statewide voter registration list “shall serve as the *single system* for storing and managing the *official* list of registered voters throughout the state” (emphasis supplied),
- the statewide list must be coordinated with other agency databases within the state,
- any election official must have immediate electronic access to the list, and
- registration information obtained by local officials must be electronically entered into the computerized list on an expedited basis, and the Secretary of State must provide support for this.

HAVA requires that the voter registration list maintenance (the addition and removal of names from the list) must be performed in accordance with existing federal laws, and that such procedures ensure that all eligible voters appear on the list. Only voters not registered or not eligible to vote are removed from the list, and duplicate names are eliminated from the list. HAVA also requires that the Secretary of State and county clerks provide security for the system.

Additionally, the Secretary of State must enter into an agreement with the Department of Motor Vehicles (DMV) to match information in the statewide list to DMV information. It further requires that DMV enter into an agreement with the Social Security Administration to help with the match of those numbers.



Mail-In Registrants

HAVA requires that first time registrants who register to vote by mail present photo identification, or other specified identification, at the polling site the first time they vote. If a first-time voter votes absentee by mail for the first time, the voter must include a copy of such identification with the absentee ballot application. A voter who does not present such identification when voting or registering can vote a provisional ballot.

County Clerks must be prepared to accept and retain copies of the voter’s identification papers or applicable numbers beginning January 1, 2003.

Provisional Voting

HAVA mandates that when a voter goes to a polling place and the voter’s name does not appear on the precinct list, the following procedure must be followed:

- the poll worker notifies the voter that the voter may cast a provisional ballot,
- the voter may cast a provisional ballot if the voter executes a written affirmation before the poll worker that the voter is a registered voter at that place and is eligible to vote in that election,
- the poll worker provides written information to the voter that the voter can determine by accessing a toll-free telephone number, internet website, or other system, whether the vote was counted, and, if not counted, the reason not counted (the availability of such information is limited to the voter),

- the provisional ballot and the affirmation are transmitted to the county board of election commissioners for determination of the eligibility of the voter, and
- the county board of election commissioners makes its determination and transmits information regarding the provisional ballot to the Secretary of State.

Funding For Voter Information/Education Activities

HAVA provides funds for the improvement of election administration in the states. States can apply for federal funding for activities to improve elections. The activities that may be funded through HAVA include voter education; election official training; improving, modifying, or replacing voting systems; improving polling sites and accessibility; and establishing voting system standards, provisional voting procedures, and a statewide computerized voter registry list.

TIME LINE

If an election law deadline occurs on a Saturday, Sunday, or legal holiday, the deadline shall be the next day that is not a Saturday, Sunday, or legal holiday. [A.C.A. § 7-1-108]

The Secretary of State will hereinafter be referenced as “SOS,” the State Board of Election Commissioners will hereinafter be referenced as “SBEC,” the County Boards of Election Commissioners will hereinafter be referenced as “CBEC,” and the County Clerk will hereinafter be referenced as “CC.”

90 days before election

- (*General Election*) Deadline for write-in candidates to notify the CBEC, and the SOS, if a state or district candidate, or the CC, if a candidate for county or township office, in writing of intentions to be a write-in candidate and to file a political practice pledge (not applicable to nonpartisan judicial offices) [A.C.A. §§ 7-5-205; 7-6-102(a)(4)]

60 days before election

- (*Nonpartisan Judicial General Election*) Deadline for write-in candidates to notify the CBEC, and the SOS, if a candidate for Supreme Court, Court of Appeals, or a circuit judgeship, or the CC if a candidate for a district judgeship of intention to be a write-in candidate [A.C.A. § 7-10-103(d)]

- (*General Election*) Deadline for the county committee of the majority party to submit to the SBEC a certified list of five (5) nominees for appointment as third member of the CBEC [A.C.A. § 7-4-102(b)(2)(C)]

50 days before election

- (*General Election*) Deadline for the SOS to certify to all CBEC full lists of all candidates to be voted for in their respective counties, along with any proposed amendments to the Arkansas Constitution, or other questions to be submitted to a vote of the people [A.C.A. §§ 7-5-203(a); 7-5-204; 7-7-401(b)]

- (*General Election*) Deadline for the SBEC to elect all third members of the CBEC [A.C.A. § 7-4-102(b)(2)(D)]

45 days before election

- (*General Election*) Deadline for the county committee to submit the certified list of nominees to the CBEC and CC [A.C.A. § 7-7-203(j)(2)(B)(i)]

40 days before election

- (*Preferential Primary Election*) Deadline for the state committee of a political party to certify to the county committee and CBEC a full list of candidates who have qualified and are to be voted on [A.C.A. §§ 7-7-203(d); 7-7-301(e)]
- (*School Election*) Deadline for write-in candidates for school district director to notify the CBEC in writing of intentions to be a write-in candidate [A.C.A. § 6-14-111(c)]

35 days before election

- (*General Election*) Deadline for a public meeting of the CBEC to determine by lot the order in which the names of candidates will appear on the ballots [A.C.A. § 7-5-208(f)(4)]

31 days before election

- Deadline for the CBEC to change precinct boundaries, create new precincts, or change polling sites for an election [A.C.A. § 7-5-101(a)(4)(A)]

30 days before election

- (*General Election*) Deadline for the CC to notify each newly elected third member of the CBEC to appear before the CC to take the oath of office [A.C.A. § 7-4-102(d)]
- (*General Election*) Deadline for the CBEC to meet to elect one member to serve as chair of the CBEC [A.C.A. § 7-4-105(a)]
- (*School Election*) Deadline for the State Board of Education to distribute annual school election kits to the CBEC [A.C.A. § 6-14-113(c)]
- Deadline to register to vote for an election [A.C.A. § 7-5-201(a)]

25 days before election

- (*Preferential Primary, General, Nonpartisan Judicial General, Nonpartisan Judicial Runoff, School, and Special Elections*) Deadline for the CBEC to deliver absentee ballots to the CC [A.C.A. § 7-5-407(a)]

20 days before election

- Deadline for the CBEC to appoint election officials [A.C.A. §§ 6-14-106(a); 7-4-107(b)(1)(A); 7-7-203(e); 7-7-302]
- (*Preferential Primary, General Elections*) Deadline for the CBEC to give public notice in a newspaper of general circulation in the county of the date of the election, the hours of voting on election day, polling sites, and the candidates and offices to be elected [A.C.A. § 7-5-202(a)]

20 days before election (cont'd)

- Deadline for the CC to publish the additional hours and locations of additional early voting polling sites in a newspaper of general circulation [A.C.A. §§ 7-5-418(b)(1)(C); 7-5-418(b)(5)]
- (*School Elections*) Deadline for the board of directors of each school district to publish in a newspaper of general circulation once a week for three weeks, the time, place, and questions to be submitted to the electors for each election within the district [A.C.A. § 6-14-109]

18 days before election

- (*General Elections*) Deadline for the SOS to furnish the CBEC a certified copy of the ballot title and popular names for each proposed measure and each referred act to be voted upon at the election [A.C.A. § 7-9-115]

15 days before election

- Deadline for the CBEC to publish and post in a public place in the county sheriff's and CC's office, the list of appointed election officials [A.C.A. § 7-4-107(b)(2)]
- (*All elections, except School and Special Elections*) Deadline for the CC to mail notice to all voters affected by changes in polling sites [A.C.A. § 7-5-101(d)(2)]
- Early voting begins [A.C.A. § 7-5-418(a) and (b)(1)(A)]

10 days before election

- (*Runoff and Special Elections*) Deadline for the CBEC to give public notice in a newspaper of general circulation in the county of the date of the election, the hours of voting on election day, polling sites, and the candidates and offices to be elected [A.C.A. § 7-5-202(a)]
- (*All elections, except School Elections*) Deadline for the CBEC to post a list at the door of the courthouse of all nominations filed with them, of all nominations, proposed amendments to the Arkansas Constitution, and other questions certified to them by the SOS, or required by law to be submitted to the electors at any election [A.C.A. § 7-5-206(a)]
- (*Runoff Elections*) Deadline for the CBEC to deliver absentee ballots to the CC [A.C.A. § 7-5-407(b)]

5 days before election

- (*All elections, except School Elections*) Deadline for the CBEC to give public notice in a newspaper of general circulation in the county of the date of the election, the hours of voting on election day, polling sites, and the candidates and offices to be elected [A.C.A. § 7-5-202(b)]

5 days before election (cont'd)

- Deadline for the CBEC to test automatic tabulating equipment (must give at least forty-eight (48) hours prior public notice of the time and place of the test in a daily or weekly newspaper in the town, city or county using the equipment) [A.C.A. § 7-5-611(c)(1) and (2)]

3 days before election

- (*School Elections*) Deadline for the board of directors of each school district to publish at least one notice of polling site changes and identify polling sites for each ward or precinct in a newspaper of general circulation [A.C.A. § 6-14-106(d)]

- Deadline for the CBEC to post notice in a conspicuous place in the courthouse of the location of each place where votes will be counted by electronic voting equipment, including the names and numbers of all precincts to be counted at each location [A.C.A. § 7-5-614(a)(2)]

1 day before election

- Deadline for the CBEC to deliver to person designated by the CBEC ballots and supplies for delivery to election officials [A.C.A. §§ 7-5-211(a); 7-5-512(c)]

- Early voting ends [A.C.A. § 7-5-418(a) and (b)(1)(A)]

ELECTION DAY

- Polls open at 7:30 a.m. and remain open continuously until 7:30 p.m. [A.C.A. § 7-5-304]

- Election officials shall immediately after the polls close deliver all election materials and returns to the CBEC [A.C.A. § 7-5-317(b)]

- (*Federal, State, and District Elections*) Immediately after the count of the vote is complete, the CBEC shall declare and report preliminary and unofficial results of the election, including a statement of the number of outstanding absentee ballots of overseas voters, to the CC for immediate transmittal to the SOS via the internet website provided by the SOS [A.C.A. §§ 7-5-701(a)(2); 7-9-119]

10 days after the election

- Deadline for the CBEC to determine, declare, and certify the results of the election to the SOS and the CC, as the case may be [A.C.A. §§ 6-14-115; 7-5-701(a)(1); 7-5-707(c)(1); 7-7-203(g)(1); 7-7-309; 7-9-119]

- Deadline for the CBEC to report to the SBEC the total number of ballots cast, the total number of ballots printed and delivered to the polls, the total number of provisional ballots that were disqualified, the total number of spoiled ballots, and the total number of unused ballots [A.C.A. § 7-5-707(a)(1) and (c)(2)]

10 days after the election (cont'd)

- Deadline for the CBEC to mail to the SOS certified copies of the abstracts of the returns of the election for members of Congress, all executive, legislative, and judicial officers [A.C.A. § 7-5-701(c)(1)(A)]

14 days after the election

- (*General and General Runoff Elections*) Deadline for the CBEC to deliver a certificate of election for county offices [A.C.A. § 7-5-701(a)(3)]

15 days after the election

- Deadline for the CBEC to file an affidavit with the SBEC affirming compliance with all duties and responsibilities of conducting the election [A.C.A. § 7-4-107(e)]

- Deadline for the CBEC to certify and deliver an abstract of all votes cast on any measure to the SOS [A.C.A. § 7-9-119(b)]

20 days after the election

- Deadline for citizens to file a contest of election with the circuit court [A.C.A. §§ 6-14-116; 7-5-807]

30 days after the election

- Deadline for the CBEC to report to the SBEC the number of overvotes and undervotes cast in the election [A.C.A. § 7-5-707(b)]

FORMS

- “Guidelines for Submitting Reimbursement Requests to the State Board of Election Commissioners for State-Funded Elections” Estimated Budgeted Expenses (Revised 2003)
- “Guidelines for Submitting Reimbursement Requests to the State Board of Election Commissioners for State-Funded Elections” Actual Expenses for Preferential Primary (Revised 2003)
- “Guidelines for Submitting Reimbursement Requests to the State Board of Election Commissioners for State-Funded Elections” Actual Expenses for Primary Runoff (Revised 2003)
- “Guidelines for Submitting Reimbursement Requests for Certified Election Official Trainers Pay to the State Board of Election Commissioners” (2003)
- “Rules for Reimbursement of Expenses for State-Funded Elections” (Effective February 6, 2004)
- “Rules for Election Officials Training” (Effective November 7, 2003)
- “Ballot Name Certification Guidelines” (Revised October 2003)
- “Oath of Election Officials”
- “List of Voters”
- “List of Persons Assisting Voters”
- “Spoiled Ballot Affidavit”
- “Challenged Ballot Form”
- “List of Provisional Voters”
- “Voter Complaint Form”
- “Change in Polling Site Authorization Form”
- “Ballot Accounting Form”
- “State of Arkansas Instructions to Voters”
- “Notice on Electioneering”
- ADA Compliance
 - “ADA Overview”
 - “Polling Site Accessibility Checklist”
 - “Polling Site Accessibility Summary”
 - “Self-Evaluation Plan”
 - “ADA Transition Plan Outline”
- “Poll Watcher Authorization Form”
- “Election Officials Checklist”
- “Rules for Voter Intent” (Effective April 4, 2002)
- “Affidavit of Compliance”

**GUIDELINES
FOR SUBMITTING REIMBURSEMENT REQUESTS
TO THE
STATE BOARD OF ELECTION COMMISSIONERS
FOR
STATE-FUNDED ELECTIONS**
Estimated Budgeted Expenses
(Revised 2003)



**STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 122
Little Rock, Arkansas 72201
(501) 682-1834
(800) 411-6996
www.state.ar.us/sbec**

OVERVIEW

Whereas, the state Constitution declares that elections shall be “free and equal,” and whereas Act 901 of 1995 charged the State Board of Election Commissioners with funding political party primary elections, and whereas Arkansas law further provides that the State Board may use funds appropriated for election expenses to cover the expenses of the State Board and the county boards of election commissioners for conducting preferential primary elections, general primary elections, special primary elections, nonpartisan judicial general elections, and statewide special elections, the State Board has established the following guidelines to govern the distribution of funds from the State to the counties.

The three-member county board of election commissioners in each of the 75 counties in this State is responsible for conducting elections within its respective county. Prior to and following each state-funded election, the State Board of Election Commissioners furnishes each county board with worksheets for requesting reimbursement of election expenses accompanied by comprehensive guidelines and instructions that are updated biennially following each legislative session. This system of reimbursement has resulted in uniform and consistent distribution of funds from the State to the counties and has provided the State with the information needed for the development of databases of comparative election costs allowing the State to maintain a high level of fiscal accountability.

Prior to each state-funded election, each county board of election commissioners must submit estimated budgeted expenses in accordance with the State Board of Election Commissioners’ guidelines and “Rules for Reimbursement of Expenses for State-funded Elections” officially promulgated by the State Board under the Administrative Procedure Act, by the official date set by the State Board for receipt of the documentation.

Upon approval by the State Board of Election Commissioners of a county’s estimated budgeted expenses, the State Board will remit 50% of the approved budget request to the county treasurer of the respective county, who will disburse the funds allocated for election expenses and will establish a separate expense code to track and monitor payments made from this appropriation.

After the state-funded election, upon receipt of actual invoices, receipts, and all other required documentation of actual election expenses and upon approval by the State Board of Election Commissioners, each county will receive the remaining balance due for actual election expenses. Actual expenses must be submitted in accordance with the State Board’s guidelines and rules by the official date set by the State Board for receipt of the documentation.

Pursuant to Arkansas Code Annotated § 7-7-201, the State Board of Election Commissioners may withhold reimbursement of funds to the counties for state-funded elections for failure to comply with the rules developed by the State Board for the administration of primary elections or applicable state election laws until all requirements are met to the satisfaction of the State Board.

Pursuant to Arkansas Code Annotated §§ 7-4-107, 7-5-701 and 7-7-201, failure to comply with the rules and guidelines for reimbursement for state-funded elections established by the State Board, failure to file an “Affidavit of Compliance” with the State Board, or failure to deliver certified results of the election to the Secretary of State will result in withholding of reimbursement of funds to the county until all requirements are met to the satisfaction of the State Board.

Unallowable expenses incurred by the county, as determined by the State Board of Election Commissioners, must be paid from county funds. Political parties may not pay for additional election expenses.

Allowable expenses that were disqualified by the State Board of Election Commissioners for exceeding the State Board’s rules and guidelines, as determined by the State Board, may be appealed to the State Board for reconsideration.

In cases where a court determines that an election must be conducted again, the State Board of Election Commissioners shall consider, on a case-by-case basis, the criteria for paying the expenses of the new election.

ELECTION OFFICIALS PAY

Working Polling Sites on Election Day

Pursuant to Arkansas Code Annotated § 7-4-112, election officials working a full day at polling sites on election day in state-funded elections will be paid a flat rate of \$75.00. Election officials working a split shift (1/2 day) at polling sites on election day in state-funded elections will be paid a flat rate of \$37.50.

Working Off-site Early Voting Polling Sites

Election officials working at early voting polling sites outside the county clerk's office (off-site early voting) will be paid the prevailing federal minimum wage per hour for the number of hours worked in state-funded elections.

Attending Training

Election officials who attend training conducted by a Board-certified trainer immediately prior to the preferential primary election in which they worked will also be paid a maximum one-time \$25 payment, regardless of whether election officials work both off-site early voting polling sites and the polls on election day. The one-time \$25 additional payment is intended to reimburse election officials working the polls at the preferential primary election for their time in having attended training.

If the county board of election commissioners chooses to pay election officials above these rates of pay, then county funds must be used to pay the difference.

The State Board of Election Commissioners will not reimburse county election commissioners, county election coordinators, and secretaries/assistants to the county board of election commissioners for serving as election officials at the polling sites on election day.

The State Board of Election Commissioners will reimburse for a maximum of six (6) eligible election officials per polling site in order to assure against an excessive number of election officials per poll. For those counties that combine multiple polling sites within a single facility, i.e., an auditorium, etc., each separate location within the single facility where voters identify themselves to election officials for the purpose of casting a ballot would constitute a polling site.

Estimating Election Officials Pay

Include:

- election officials working polling sites on election day [§§ 7-4-107(b)(1)(A); 7-7-302]
- election officials working off-site early voting polling sites [§ 7-5-418(b)(2)]

Do not include:

- volunteer election pages [§§ 7-4-116(c)(3); 7-4-117(c)(3)]
- absentee election officials
- extra deputy(s) to the county clerk for absentee and early voting
- county election commissioners
- county election coordinators (full-time or part-time)
- secretaries/assistants to the county board of election commissioners (full-time or part-time)

Calculating Election Officials Pay

For purposes of our example, for the preferential primary election day, the county board of election commissioners plans for:

- 25 polling sites
- 5 sites with 4 election officials each
- 12 sites with 5 election officials each (2 election officials at one of the sites will split their shift)
- 8 sites with 6 election officials each

For off-site early voting for the preferential primary election, the county board of election commissioners plans for:

- 5 polling sites
- 4 election officials per site
- off-site early voting to begin on the Monday fifteen (15) days prior to the election
- off-site early voting to end at 4:00 p.m. on the Monday before the election
- off-site early voting to take place on Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.
- off-site early voting to take place on Saturday between the hours of 2:00 p.m. and 4:00 p.m.

For the preferential primary election, 68 of the total 148 election officials working the polling sites on election day and/or off-site early voting polling sites attended training conducted by a Board-certified election official trainer immediately prior to the preferential primary election.

Election Officials Working Polling Sites on Election Day:

- (estimated # of sites) x (estimated # of election officials/site working full day) x \$75.00, plus
- (estimated # of sites) x (estimated # of election officials/site working split shift*) x \$37.50

* Working a split shift is the equivalent of working a half day.

Election Officials Working Off-site Early Voting Polling Sites:

- (estimated # of sites) x (estimated # of election officials/site) x (estimated # of hours/day) x (estimated # of days) x (federal minimum wage)

Election Officials Training:

- (estimated # of election officials attending training) x \$25.00

Election Day:

$$\begin{array}{rcl} 5 \times 4 \times \$75.00 & & = \$1,500.00 \\ (11 \times 5 \times \$75.00) + [1 \times (4 \times \$75) + (2 \times \$37.50)] & & = 4,500.00 \\ 8 \times 6 \times \$75.00 & & = \underline{3,600.00} \\ & & \$9,600.00 \end{array}$$

Off-Site Early Voting:

$$\begin{array}{rcl} 5 \times 4 \times 6 \times 11 \times \$5.15 & = & \$6,798.00 \\ 5 \times 4 \times 2 \times 2 \times \$5.15 & = & \underline{412.00} \\ & & \$7,210.00 \end{array}$$

Training:

$$68 \times \$25.00 = \$1,700.00$$

Computing Election Officials Pay

Show all calculations and explanations on this page; carry **only** the totals forward to the "Estimated Budgeted Expenses" form. **Undocumented expenses will be disallowed.**

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PART-TIME HELP PAY

Pursuant to Arkansas Code Annotated § 7-4-112, part-time help will be paid the prevailing federal minimum wage per hour for the number of hours worked during state-funded elections. Part-time help includes one (1) extra deputy to the county clerk for the purpose of carrying out the requirements of absentee and early voting, personnel designated by the county board of election commissioners to deliver ballots and election supplies to each set of election officials in each precinct, election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls, election officials processing absentee ballots on election day, and election officials designated to tabulate the vote. The extra deputy to the county clerk will be paid the prevailing federal minimum wage per hour for the number of hours worked per day for a period not to exceed twenty (20) days.

If the county board of election commissioners chooses to pay part-time help above this rate of pay, then county funds must be used to pay the difference.

Additional deputies for absentee and early voting beyond the one (1) extra deputy, county election commissioners, county election coordinators, secretaries to the county board of election commissioners, and personnel on the county payroll are ineligible for reimbursement by the State as part-time help, and the State Board of Election Commissioners will not pay the cost of a full-time or part-time election coordinator or secretary/assistant to the county board.

Estimating Part-time Help Pay

Include:

- one (1) extra deputy to the county clerk for absentee and early voting [§ 7-5-415]
- personnel designated by the county board of election commissioners to deliver ballots/election supplies to each set of election officials in each precinct [§ 7-5-211(a)]
- election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls [§§ 7-5-317(b); 7-5-529; 7-5-614(b)(1)]
- election officials processing absentee ballots on election day [§ 7-5-416]
- election officials counting ballots at polling sites, voting machine tabulation at polling sites, electronic vote tabulation at polling sites [§§ 7-5-315(3); 7-5-527; 7-5-614(c)]
- election officials vote tabulation at a central location [§§ 7-5-414; 7-5-418(g); 7-5-614(b)(2)]

Do not include:

- additional deputies for absentee and early voting beyond the one (1) extra deputy [§ 7-5-415]
- county election commissioners pay for election related duties, including selecting and appointing election officials, establishing and altering precinct boundaries and polling sites, preparation of maps showing precinct boundary changes, public notice of election, publication requirements, and ballot preparation, including preparation and certification of ballot labels for voting machines
- extra help for the purpose of assisting the county board of election commissioners with election related duties
- county election coordinators (full-time or part-time) pay for election related duties

- secretaries to the county board (full-time or part-time) pay for election related duties
- personnel on the county payroll for election related duties
- labor for ADA compliance
- election officials pay for attending training

Calculating Part-time Help Pay

Be very specific as to the nature of the work to be performed.

For purposes of our example, the county clerk plans to hire two (2) extra deputies for a period of twenty (20) days for eight (8) hours a day to assist with absentee and early voting.

The county board of election commissioners plans to:

- designate one (1) election official per each of the 25 polling sites to pick up ballots and election supplies from the commission for delivery to the polls on election day
- designate two (2) election officials per each of the 25 polling sites to deliver ballots, election materials, and returns to the commission upon the closing of the polls
- designate six (6) election officials to process absentee ballots on election day for an estimated eight (8) hours each
- designate six (6) election officials to tabulate votes at a centralized location after the polls close for an estimated five (5) hours each

Extra Deputy:

[estimated # of days (20 max.)] x (estimated # of hours worked/day) x (federal minimum wage)

All Other Part-time Help:

(estimated # of helpers) x (estimated # of hours worked) x (federal minimum wage)

Extra Deputy

20 x 8 x \$5.15 = \$ 824.00

Delivery of ballots/election supplies

25 x 1 x \$5.15 = 128.75

Return of ballots, election materials, and returns

50 x 1 x \$5.15 = 257.50

Processing absentee ballots

6 x 8 x \$5.15 = 247.20

Tabulating votes

6 x 5 x \$5.15 = 154.50

\$1,611.95

When reporting the number of part-time help at the top of the “Estimated Budgeted Expenses” worksheet, if an election official from each poll delivers ballots and supplies to their respective poll, **do not include** them in the count of part-time helpers. **Do not include** the election officials from each polling site returning the ballots, election materials, and returns to the county board of election commissioners after the polls close in the count of part-time helpers. If the county board designates a few persons from the county to deliver ballots and supplies to each set of election officials in each polling site, **include** them in the count of part-time helpers.

Using the scenarios above and assuming that the county board of election commissioners hires two (2) individuals to deliver ballots and supplies to each set of election officials, you would report a total of fifteen (15) part-time helpers (1 extra deputy + 2 delivery persons + 6 absentee processors + 6 tabulators).

Computing Part-time Help Pay

Show all calculations and explanations on this page; carry **only** the totals forward to the "Estimated Budgeted Expenses" form. **Undocumented expenses will be disallowed.**

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MILEAGE EXPENSES

Pursuant to Arkansas Code Annotated § 7-4-112, the State Board of Election Commissioners will reimburse mileage expenses to personnel designated by the county board of election commissioners to deliver ballots and election supplies to each set of election officials in each precinct and election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls at the rate prescribed for state employees in state travel regulations.

The State Board of Election Commissioners will not pay county election commissioner mileage.

Estimating Mileage Expenses

Include:

- personnel designated by the county board of election commissioners to deliver ballots/election supplies to each set of election officials in each precinct [§ 7-5-211(a)]
- election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls [§§ 7-5-317(b); 7-5-614(b)(1)]

Do not include:

- county election commissioner mileage

Calculating Mileage Expenses

For purposes of our example, the county board of election commissioners estimates that the 25 election officials picking up ballots and election supplies from the county board for delivery to the polls on election day will travel approximately 925 miles.

The county board estimates that the two (2) election officials per each of the 25 polling sites delivering the ballots, election materials, and returns to the county board upon the closing of the polls will travel approximately 750 miles.

(Estimated # of miles traveled) x (the rate prescribed for state employees in state travel regulations)

Delivery	925 x \$.31 = \$286.75
Return	750 x \$.31 = <u>232.50</u>
	\$519.25

Computing Mileage Expenses

Show all calculations and explanations on this page; carry **only** the total forward to the “Estimated Budgeted Expenses” form. **Undocumented expenses will be disallowed.**

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ELECTION COMMISSIONERS PAY

Pursuant to Arkansas Code Annotated § 7-4-111, county election commissioners will be paid up to a maximum of \$50 per public meeting when official business is conducted.

Public meetings as defined under the Arkansas Freedom of Information Act include:

- drawing of ballot position,
- certification of ballots,
- selection or alteration of location or boundaries of precincts or polling sites,
- designation of election officials,
- correction of errors or omissions of ballots,
- canvassing and certification of election results,
- canvassing and certification of election results due to a recount petition, and
- election day

County boards of election commissioners should budget for the number of public meetings anticipated up to a maximum of ten (10) public meetings per state-funded election. County election commissioners will not be paid for election related duties other than those conducted in a public meeting of the county board as defined above. The county board shall not receive compensation until election results have been certified and delivered to the Secretary of State. [§ 7-5-701(c)(1)(B)]

Estimating Election Commissioners Pay

Include:

- public meetings as defined under the Arkansas Freedom of Information Act up to a maximum of ten (10) public meetings per state-funded election

Do not include:

- pay for election related duties conducted outside of public meetings

Calculating Election Commissioners Pay

For purposes of our example, Commissioner “A” anticipates being able to attend only four (4) of the tentatively scheduled public meetings

Commissioner “B” anticipates being able to attend the same four (4) public meetings, as well as three (3) additional tentatively scheduled public meetings

Commissioner “C” plans to attend all seven (7) tentatively scheduled public meetings, as well as work on election day

[(Commissioner “A” estimated # of public meetings) x \$50], plus
[(Commissioner “B” estimated # of public meetings) x \$50], plus
[(Commissioner “C” estimated # of public meetings) x \$50]

Commissioner “A”: 4 x \$50.00 = \$200.00

Commissioner “B”: 7 x \$50.00 = 350.00

Commissioner “C”: 8 x \$50.00 = 400.00
\$950.00

Computing Election Commissioners Pay

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POLLING PLACE SUPPLY COSTS

The State Board of Election Commissioners will pay supply costs directly related to the cost of conducting a state-funded election, including items such as ballot boxes, stub end boxes, ballot marking instruments, and specific postage expenses. A more comprehensive list is provided below.

The State Board of Election Commissioners will not pay for administrative expenses associated with conducting a state-funded election, including non-expendable office equipment and supplies such as electric pencil sharpeners, thermal binding machines, pagers, and expensive metal signage, nor for expendable supplies such as copier toner, printer toner cartridges, printer ribbons, diskettes, and binders. The State Board will not pay for the cost of binding voter books, for phone lines and services or internet services, for portable toilet rental, for capital or leasehold improvements to polling sites, for return postage, or for food. A more comprehensive list is provided below.

Estimating Polling Place Supply Costs

Include:

- pens, pencils, and pads
- tape
- magnifying sheet/glass
- spools of string (for marking electioneering areas)
- permanent ink pens for counties using paper ballots counted by hand
- marking instruments recommended by the manufacturer of the optical scanner
- envelopes, including spoiled ballot envelopes, provisional ballot envelopes, provisional voter envelopes, certificates envelopes, absentee ballot envelopes
- ballot boxes
- numbered ballot box seals
- stub boxes
- election kits/packets
- paper for oath of election officials, precinct voter registration lists, list of voters forms, assisted voters listing, list of provisional voters forms, spoiled ballot affidavits, change in polling site authorization forms, challenged ballot forms, voter complaint forms, ballot accounting forms, election officials checklists, tally sheets, blank forms of certificates, instructions to voters, notices on electioneering, sample ballots, sample vote cards, sample candidate and issue labels
- printer packs used in lever machines
- postage for the mailing of absentee application requests, absentee ballots, and official notice to election officials

Do not include:

- voting booths
- office equipment such as electric pencil sharpeners and thermal binding machines
- nonexpendable supplies such as pagers, outlet strips, extension cords, adapters, phone cords,

SET UP/PROGRAMMING COSTS

Pursuant to Arkansas Code Annotated §§ 7-5-507, 7-5-508, 7-5-515, and 7-5-611, the State Board of Election Commissioners will pay for set up and programming of voting machines, including labor for preparation of machines, labor for testing of automatic tabulating equipment, assistance in operating voting machines, labor for transportation of machines to and from polling sites, truck rental when applicable and necessary, and mileage for delivery of voting machines to precincts.

The State Board of Election Commissioners will not reimburse for costs associated with the purchase of new or used voting systems or for leasing, rental, maintenance, or depreciation of voting systems.

Estimating Set Up/Programming Costs

Include:

- labor for preparation of voting machines [§§ 7-5-508(b); 7-5-515(b); 7-5-611(a)]
- labor for testing of automatic tabulating equipment [§ 7-5-611(c)(1)]
- assistance in operating voting machines [§ 7-5-507(c)]
- labor for transportation of voting machines and precinct tabulation equipment to and from polling sites [§ 7-5-508(b)]
- truck rental, if applicable and necessary, for transportation of voting machines and precinct tabulation equipment to and from polling sites [§ 7-5-508(b)]
- mileage for transportation of voting machines and precinct tabulation equipment to and from polling sites [§ 7-5-508(b)]

Do not include:

- voting system purchases (new or used)
- voting system leasing
- voting system rental
- voting system maintenance, including parts
- voting system depreciation

Calculating Set Up/Programming Costs

Be very specific as to the nature of the reimbursement (i.e., labor for preparation of machines) and the method of reimbursement (i.e., by the machine, by the hour, by the day, etc.)

Example:

Labor for preparation of voting machines (72 @ \$40/machine)	72 x \$40.00 = \$2,880.00
Labor for transportation of machines (100 hours @ \$5.15/hour)	100 x \$5.15 = 515.00
Truck rental for transportation of machines (2 trucks @ \$185/week)	2 x \$185.00 = 370.00
Mileage for delivery of machines	1,400 x \$.31 = 434.00
	<u>\$4,199.00</u>

For purposes of our example, Anywhere County uses paper ballots with one (1) centralized tabulator. The out-of-state manufacturer of the tabulation equipment does the programming for the county. From past experience, the county board of election commissioners estimates that the vendor will charge \$1,200.00 to program the equipment.

Computing Set Up/Programming Costs

*Show all calculations and explanations on this page; carry **only** the totals forward to the “Estimated Budgeted Expenses” form. **Undocumented expenses will be disallowed.***

[illegible]

RETURN THIS PAGE ALONG WITH THE “ESTIMATED BUDGETED EXPENSES” FORM (page 21)

BALLOT PRINTING COSTS

Pursuant to Arkansas Code Annotated § 7-5-210, for counties not using voting machines, the county board of election commissioners will provide for each election precinct, and for each ward of a city or incorporated town in its county, a number of ballots equivalent to one and one half (1.5) times the number of electors voting therein at the last-preceding comparable election, up to a maximum of one hundred five percent (105%) of the total number of registered voters for the respective precinct or ward.

The State Board of Election Commissioners will reimburse for the cost of ballot stock and printing of ballots up to the maximum allowed by law.

When paper ballots are used in conjunction with the use of voting machines, the State Board of Election Commissioners will reimburse ballot printing costs up to a maximum of ten percent (10%) of the registered voters.

The State Board of Election Commissioners will reimburse ballot printing costs for the printing of "judicial only" ballots for the nonpartisan judicial general election, up to a maximum of twenty percent (20%) of the registered voters.

The county will be financially responsible for any overages. All exceptions must be by prior written request to the State Board of Election Commissioners with prior written approval by the State Board.

The State Board of Election Commissioners will not reimburse for the cost of printing reruns due to county or vendor error.

Estimating Ballot Printing Costs

Include:

- ballot stock (for the number of ballots printed only; prorate the quantity if necessary)
- ballot printing costs
 - 1) for counties not using voting machines, ballot printing cost will be reimbursed at one and one half (1.5) times the number of electors voting at the last-preceding comparable election up to a maximum of 105% of the total number of registered voters
 - 2) for counties using paper ballots in conjunction with the use of voting machines, ballot printing cost will be reimbursed up to a maximum of 10% of the registered voters
 - 3) for nonpartisan judicial general elections, ballot printing costs for the printing of "judicial only" ballots will be reimbursed up to a maximum of 20% of the registered voters
- vote cards
- ballot labels (voting machines)
- candidate and issue labels

Do not include:

- costs of printing reruns due to county or vendor error

Calculating Ballot Printing Costs

For purposes of our example, Anywhere County uses paper ballots with centralized automatic tabulation equipment. To determine the total number of ballots to print for the entire county for the Preferential Primary Election of 2004, the county board of election commissioners would begin by verifying the total number of registered voters and the number of electors voting at the last-preceding comparable election, in this case, the Presidential Preferential Primary Election of 2000.

The county board of election commissioners determines that Anywhere County has a total of 12,549 registered voters, with 3,137 electors having voted at the Preferential Primary Election of 2000.

The calculation for determining the number of ballots to order is as follows:

Minimum: $3,137 \times 1.5 = 4,706$

Maximum: $12,549 \times 1.05 = 13,176$

This same process would be applied for each election precinct, and for each ward of a city or incorporated town.

In this example, the State Board of Election Commissioners would reimburse for the cost of ordering up to a maximum of 13,176 ballots for the entire county.

For purposes of our example, the county board of election commissioners has a total of 8,900 ballots printed for the election, and using past experience, determines that the cost of the ballot stock will run approximately \$.09 each and the printing of the ballots will run approximately \$2,225.00.

Ballot stock	$8,900 \times .09 = \$$	801.00
Printing	=	<u>2,225.00</u>
		\$3,026.00

Computing Ballot Printing Costs

Show all calculations and explanations on this page; carry **only** the totals forward to the "Estimated Budgeted Expenses" form. **Undocumented expenses will be disallowed.**

RETURN THIS PAGE ALONG WITH THE "ESTIMATED BUDGETED EXPENSES" FORM (page 21)

LEGAL ADVERTISING COSTS

Pursuant to Arkansas Code Annotated §§ 7-4-107, 7-5-202 and 7-5-611, the State Board of Election Commissioners will reimburse for the cost of advertising the notice of the election, the lists of appointed election officials, and the testing of automatic tabulating equipment.

The State Board of Election Commissioners will not reimburse for advertising for the purpose of notifying candidates of preparation of machines, advertising for election officials training, advertising in excess of that required by law, re-advertising due to county error, or for any costs related to radio or television broadcasting or colored advertising.

Estimating Legal Advertising Costs

Include:

- one (1) publication of the list of appointed election officials [§ 7-4-107(b)(2)]
- two (2) publications in a newspaper of general circulation in the county of the date of the election, the hours of voting on election day, polling sites for holding the elections, and the candidates and offices to be elected [§ 7-5-202(a) and (b)]
- one (1) publication of the additional hours for early voting with the location of additional early voting polling sites in a newspaper of general circulation [§ 7-5-418(b)(1)(C), (b)(5)]
- one (1) publication of the time and place of testing of automatic tabulating equipment in one (1) or more daily or weekly newspapers published in the town, city, or county using the equipment [§ 7-5-611(c)(2)]

Do not include:

- advertising for the purpose of notifying candidates of preparation of machines [§ 7-5-516]
- advertising for election officials training
- advertising in excess of that required by law as defined above
- re-advertising due to county error
- costs related to radio or television broadcasting
- costs related to colored advertising

EXAMPLE
For purposes of our example, from past experience, the county board of election commissioners estimates that it will cost approximately \$300.00 to run the legally required advertisements.

Computing Legal Advertising Costs

Show all calculations and explanations on this page; carry **only** the totals forward to the “Estimated Budgeted Expenses” form. **Undocumented expenses will be disallowed.**

RETURN THIS PAGE ALONG WITH THE “ESTIMATED BUDGETED EXPENSES” FORM (page 21)

CLEANING EXPENSES

The State Board of Election Commissioners will reimburse facilities used as polling sites a cleaning expense fee to offset the cost of using the facility.

The State Board of Election Commissioners will not reimburse individuals for cleaning a facility used as a polling site.

Estimating Cleaning Expenses

Include:

- only payments to facilities used as polling sites to offset the cost of using the facility

Do not include:

- payments to individuals for cleaning a facility used as a polling site

Calculating Cleaning Expenses

For purposes of our example, all polling sites will be reimbursed cleaning expenses.

~~(Estimated # of polling sites) x (\$20)~~

Cleaning Expenses $25 \times \$20.00 = \500.00

Computing Cleaning Expenses

Show all calculations and explanations on this page; carry **only** the totals forward to the "Estimated Budgeted Expenses" form. **Undocumented expenses will be disallowed.**

[illegible]

RETURN THIS PAGE ALONG WITH THE “ESTIMATED BUDGETED EXPENSES” FORM (page 21)

ESTIMATED BUDGETED EXPENSES

May 18, 2004 PREFERENTIAL PRIMARY ELECTION

RETURN BY March 1, 2004 TO:

STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 122
Little Rock, AR 72201

COUNTY Anywhere County
TOTAL NUMBER OF REGISTERED VOTERS 12,549
TOTAL NUMBER OF PRECINCTS 27
TOTAL NUMBER OF POLLING SITES (do not include absentee and early voting) 25
TOTAL NUMBER OF ELECTION OFFICIALS (do not include absentee and early voting) 128
AVERAGE NUMBER OF ELECTION OFFICIALS/POLLING SITE 5.12
TOTAL NUMBER OF PART-TIME HELP 15
VOTING EQUIPMENT (type of equipment used and number of machines used) paper ballots w/1 centralized optical scanner.

ELECTION OFFICIALS PAY

Polling Sites on Election Day 9,600.00
Off-Site Early Voting Polling Sites 7,210.00
Training 1,700.00

PART-TIME HELP PAY 1,611.95

MILEAGE EXPENSES 519.25

ELECTION COMMISSIONERS PAY 950.00

POLLING PLACE SUPPLY COSTS 529.87

SET UP/PROGRAMMING COSTS 1,200.00

BALLOT PRINTING COSTS 3,026.00

LEGAL ADVERTISING COSTS 300.00

CLEANING EXPENSES 500.00

GRAND TOTAL 27,147.07

I verify that this budget request truthfully reflects projected expenses as approved by the county election commission for the above referenced election and that all figures are accurate and appropriate to the best of my knowledge.

Sign _____ County Election Commission Chair

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Name/Phone Number of Person Completing This Worksheet: _____

ALL THREE ELECTION COMMISSIONERS MUST SIGN

ESTIMATED BUDGETED EXPENSES

May 18, 2004 PREFERENTIAL PRIMARY ELECTION

RETURN BY March 1, 2004 TO:

STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 122
Little Rock, AR 72201

COUNTY _____
TOTAL NUMBER OF REGISTERED VOTERS _____
TOTAL NUMBER OF PRECINCTS _____
TOTAL NUMBER OF POLLING SITES (do not include absentee and early voting) _____
TOTAL NUMBER OF ELECTION OFFICIALS (do not include absentee and early voting) _____
AVERAGE NUMBER OF ELECTION OFFICIALS/POLLING SITE _____
TOTAL NUMBER OF PART-TIME HELP _____
VOTING EQUIPMENT (type of equipment used and number of machines used) _____

ELECTION OFFICIALS PAY
Polling Sites on Election Day
Off-Site Early Voting Polling Sites
Training

PART-TIME HELP PAY

MILEAGE EXPENSES

ELECTION COMMISSIONERS PAY

POLLING PLACE SUPPLY COSTS

SET UP/PROGRAMMING COSTS

BALLOT PRINTING COSTS

LEGAL ADVERTISING COSTS

CLEANING EXPENSES

GRAND TOTAL

I verify that this budget request truthfully reflects projected expenses as approved by the county board of election commissioners for the above referenced election and that all figures are accurate and appropriate to the best of my knowledge.

Sign _____ County Election Commission Chair

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Name/Phone Number of Person Completing This Worksheet: _____

ALL THREE ELECTION COMMISSIONERS MUST SIGN

**GUIDELINES
FOR SUBMITTING REIMBURSEMENT REQUESTS
TO THE
STATE BOARD OF ELECTION COMMISSIONERS
FOR
STATE-FUNDED ELECTIONS**
Actual Expenses for Preferential Primary
(Revised 2003)



**STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 122
Little Rock, Arkansas 72201
(501) 682-1834
(800) 411-6996
www.state.ar.us/sbec**

OVERVIEW

Whereas, the state Constitution declares that elections shall be “free and equal,” and whereas Act 901 of 1995 charged the State Board of Election Commissioners with funding political party primary elections, and whereas Arkansas law further provides that the State Board may use funds appropriated for election expenses to cover the expenses of the State Board and the county boards of election commissioners for conducting preferential primary elections, general primary elections, special primary elections, nonpartisan judicial general elections, and statewide special elections, the State Board has established the following guidelines to govern the distribution of funds from the State to the counties.

The three-member county board of election commissioners in each of the 75 counties in this State is responsible for conducting elections within its respective county. Prior to and following each state-funded election, the State Board of Election Commissioners furnishes each county board with worksheets for requesting reimbursement of election expenses accompanied by comprehensive guidelines and instructions that are updated biennially following each legislative session. This system of reimbursement has resulted in uniform and consistent distribution of funds from the State to the counties and has provided the State with the information needed for the development of databases of comparative election costs allowing the State to maintain a high level of fiscal accountability.

Prior to each state-funded election, each county board of election commissioners must submit estimated budgeted expenses in accordance with the State Board of Election Commissioners’ guidelines and “Rules for Reimbursement of Expenses for State-funded Elections” officially promulgated by the State Board under the Administrative Procedure Act, by the official date set by the State Board for receipt of the documentation.

Upon approval by the State Board of Election Commissioners of a county’s estimated budgeted expenses, the State Board will remit 50% of the approved budget request to the county treasurer of the respective county, who will disburse the funds allocated for election expenses and will establish a separate expense code to track and monitor payments made from this appropriation.

After the state-funded election, upon receipt of actual invoices, receipts, and all other required documentation of actual election expenses and upon approval by the State Board of Election Commissioners, each county will receive the remaining balance due for actual election expenses. Actual expenses must be submitted in accordance with the State Board’s guidelines and rules by the official date set by the State Board for receipt of the documentation.

Pursuant to Arkansas Code Annotated § 7-7-201, the State Board of Election Commissioners may withhold reimbursement of funds to the counties for state-funded elections for failure to comply with the rules developed by the State Board for the administration of primary elections or applicable state election laws until all requirements are met to the satisfaction of the State Board.

Pursuant to Arkansas Code Annotated §§ 7-4-107, 7-5-701 and 7-7-201, failure to comply with the rules and guidelines for reimbursement for state-funded elections established by the State Board, failure to file an “Affidavit of Compliance” with the State Board, or failure to deliver certified results of the election to the Secretary of State will result in withholding of reimbursement of funds to the county until all requirements are met to the satisfaction of the State Board.

Unallowable expenses incurred by the county, as determined by the State Board of Election Commissioners, must be paid from county funds. Political parties may not pay for additional election expenses.

Allowable expenses that were disqualified by the State Board of Election Commissioners for exceeding the State Board’s rules and guidelines, as determined by the State Board, may be appealed to the State Board for reconsideration.

In cases where a court determines that an election must be conducted again, the State Board of Election Commissioners shall consider, on a case-by-case basis, the criteria for paying the expenses of the new election.

ELECTION OFFICIALS PAY

Working Polling Sites on Election Day

Pursuant to Arkansas Code Annotated § 7-4-112, election officials working a full day at polling sites on election day in state-funded elections will be paid a flat rate of \$75.00. Election officials working a split shift (1/2 day) at polling sites on election day in state-funded elections will be paid a flat rate of \$37.50.

Working Off-site Early Voting Polling Sites

Election officials working at early voting polling sites outside the county clerk's office (off-site early voting) will be paid the prevailing federal minimum wage per hour for the number of hours worked in state-funded elections.

Attending Training

Election officials who attend training conducted by a Board-certified trainer immediately prior to the preferential primary election in which they worked will also be paid a maximum one-time \$25 payment, regardless of whether election officials work both off-site early voting polling sites and the polls on election day. The one-time \$25 additional payment is intended to reimburse election officials working the polls at the preferential primary election for their time in having attended training.

If the county board of election commissioners chooses to pay election officials above these rates of pay, then county funds must be used to pay the difference.

The State Board of Election Commissioners will not reimburse county election commissioners, county election coordinators, and secretaries/assistants to the county board of election commissioners for serving as election officials at the polling sites on election day.

The State Board of Election Commissioners will reimburse for a maximum of six (6) eligible election officials per polling site in order to assure against an excessive number of election officials per poll. For those counties that combine multiple polling sites within a single facility, i.e., an auditorium, etc., each separate location within the single facility where voters identify themselves to election officials for the purpose of casting a ballot would constitute a polling site.

Calculating Election Officials Pay

Include:

- election officials working polling sites on election day [§§ 7-4-107(b)(1)(A); 7-7-302]
- election officials working off-site early voting polling sites [§ 7-5-418(b)(2)]

Do not include:

- volunteer election pages [§§ 7-4-116(c)(3); 7-4-117(c)(3)]
- absentee election officials
- extra deputy(s) to the county clerk for absentee and early voting
- county election commissioners
- county election coordinators (full-time or part-time)
- secretaries/assistants to the county board of election commissioners (full-time or part-time)

For illustration purposes, Attachment “A” has been completed using the following data:

- 25 polling sites
- 5 sites with 4 election officials each
- 12 sites with 5 election officials each (Harmony Storms and Tommy Turner worked a split shift at the Marie Presbyterian Church polling site)
- 8 sites with 6 election officials each

For off-site early voting for the preferential primary election:

- 5 polling sites
- 4 election officials per site
- off-site early voting began on the Monday fifteen (15) days prior to the election
- off-site early voting ended at 4:00 p.m. on the Monday before the election
- off-site early voting took place on Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.
- off-site early voting took place on Saturday between the hours of 2:00 p.m. and 4:00 p.m.

For the preferential primary election, 68 of the total 148 election officials working the polling sites on election day and/or off-site early voting polling sites attended training conducted by a Board-certified election official trainer immediately prior to the preferential primary election.

PROVIDE A COMPLETE LIST OF ELECTION OFFICIALS BY POLLING SITE BY COMPLETING ATTACHMENT “A.” FURNISH A COPY OF THE “ELECTION OFFICIALS’ TRAINING ATTENDANCE FORM – 2004” FOR EACH POLLING SITE (a copy has been provided at the back of this booklet following Attachment “A”). Show any explanations, if applicable, on this page. Carry only the totals from Attachment “A” forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

**RETURN THIS PAGE ALONG WITH ATTACHMENT “A,” THE
“ELECTION OFFICIALS’ TRAINING ATTENDANCE FORM –
2004” AND THE “ACTUAL EXPENSES” FORM (pages 23 - 28)**

PART-TIME HELP PAY

Pursuant to Arkansas Code Annotated § 7-4-112, part-time help will be paid the prevailing federal minimum wage per hour for the number of hours worked during state-funded elections. Part-time help includes one (1) extra deputy to the county clerk for the purpose of carrying out the requirements of absentee and early voting, personnel designated by the county board of election commissioners to deliver ballots and election supplies to each set of election officials in each precinct, election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls, election officials processing absentee ballots on election day, and election officials designated to tabulate the vote. The extra deputy to the county clerk will be paid the prevailing federal minimum wage per hour for the number of hours worked per day for a period not to exceed twenty (20) days.

If the county board of election commissioners chooses to pay part-time help above this rate of pay, then county funds must be used to pay the difference.

Additional deputies for absentee and early voting beyond the one (1) extra deputy, county election commissioners, county election coordinators, secretaries to the county board of election commissioners, and personnel on the county payroll are ineligible for reimbursement by the State as part-time help, and the State Board of Election Commissioners will not pay the cost of a full-time or part-time election coordinator or secretary/assistant to the county board.

Calculating Part-time Help Pay

Include:

- one (1) extra deputy to the county clerk for absentee and early voting [§ 7-5-415]
- personnel designated by the county board of election commissioners to deliver ballots/election supplies to each set of election officials in each precinct [§ 7-5-211(a)]
- election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls [§§ 7-5-317(b); 7-5-529; 7-5-614(b)(1)]
- election officials processing absentee ballots on election day [§ 7-5-416]
- election officials counting ballots at polling sites, voting machine tabulation at polling sites, electronic vote tabulation at polling sites [§§ 7-5-315(3); 7-5-527; 7-5-614(c)]
- election officials vote tabulation at a central location [§§ 7-5-414; 7-5-418(g); 7-5-614(b)(2)]

Do not include:

- additional deputies for absentee and early voting beyond the one (1) extra deputy [§ 7-5-415]
- county election commissioners pay for election related duties, including selecting and appointing election officials, establishing and altering precinct boundaries and polling sites, preparation of maps showing precinct boundary changes, public notice of election, publication requirements, and ballot preparation, including preparation and certification of ballot labels for voting machines
- extra help for the purpose of assisting the county board of election commissioners with election related duties
- county election coordinators (full-time or part-time) pay for election related duties

- For illustration purposes, Attachment “A” has been completed using the following data:**

- When reporting the number of part-time help at the top of the “Actual Expenses” worksheet, if an election official from each poll delivers ballots and supplies to their respective poll, **do not include** them in the count of part-time helpers. **Do not include** the election officials from each polling site returning the ballots, election materials, and returns to the county board of election commissioners after the polls close in the count of part-time helpers. If the county board designates a few persons from the county to deliver ballots and supplies to each set of election officials in each polling site, **include** them in the count of part-time helpers.

[illegible]

84a

MILEAGE EXPENSES

Pursuant to Arkansas Code Annotated § 7-4-112, the State Board of Election Commissioners will reimburse mileage expenses to personnel designated by the county board of election commissioners to deliver ballots and election supplies to each set of election officials in each precinct and election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls at the rate prescribed for state employees in state travel regulations.

The State Board of Election Commissioners will not pay county election commissioner mileage.

Calculating Mileage Expenses

Include:

- personnel designated by the county board of election commissioners to deliver ballots/election supplies to each set of election officials in each precinct [§ 7-5-211(a)]
- election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls [§§ 7-5-317(b); 7-5-614(b)(1)]

Do not include:

- county election commissioner mileage

For illustration purposes, Attachment “A” has been completed using the following data:

- 25 election officials picked up ballots and election supplies from the county board and delivered them to the polls on election day, traveling a total of 925 miles
- two (2) election officials per each of the 25 polling sites delivered the ballots, election materials, and returns to the county board upon the closing of the polls, traveling a total of 750 miles

PROVIDE A COMPLETE LIST OF ELECTION OFFICIALS AND PART-TIME HELP MILEAGE BY POLLING SITE BY COMPLETING ATTACHMENT “A.” Show any explanations, if applicable, on this page. Carry only the totals from Attachment “A” forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

RETURN THIS PAGE ALONG WITH ATTACHMENT “A,” THE “ELECTION OFFICIALS’ TRAINING ATTENDANCE FORM – 2004” AND THE “ACTUAL EXPENSES” FORM (pages 23 - 28)

ELECTION COMMISSIONERS PAY

Pursuant to Arkansas Code Annotated § 7-4-111, county election commissioners will be paid up to a maximum of \$50 per public meeting when official business is conducted.

Public meetings as defined under the Arkansas Freedom of Information Act include:

- drawing of ballot position,
- certification of ballots,
- selection or alteration of location or boundaries of precincts or polling sites,
- designation of election officials,
- correction of errors or omissions of ballots,
- canvassing and certification of election results,
- canvassing and certification of election results due to a recount petition, and
- election day

County boards of election commissioners should report only the number of public meetings attended up to a maximum of ten (10) public meetings per state-funded election. County election commissioners will not be paid for election related duties other than those conducted in a public meeting of the county board as defined above. The county board shall not receive compensation until election results have been certified and delivered to the Secretary of State. [§ 7-5-701(c)(1)(B)]

Calculating Election Commissioners Pay

Include:

- public meetings as defined under the Arkansas Freedom of Information Act up to a maximum of ten (10) public meetings per state-funded election

Do not include:

- pay for election related duties conducted outside of public meetings

For illustration purposes:

- Commissioner “A” attended only four (4) public meetings
- Commissioner “B” attended the same four (4) public meetings, plus three (3) additional public meetings
- Commissioner “C” attended all seven (7) public meetings and worked on election day

[(Commissioner “A” # of public meetings) x \$50], plus
[(Commissioner “B” # of public meetings) x \$50], plus
[(Commissioner “C” # of public meetings) x \$50]

Commissioner “A”: 4 x \$50.00 = \$200.00

Commissioner “B”: 7 x \$50.00 = 350.00

Commissioner “C”: 8 x \$50.00 = 400.00
\$950.00

SHOW ALL CALCULATIONS AND EXPLANATIONS, IF APPLICABLE, ON THIS PAGE; carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

RETURN THIS PAGE ALONG WITH ATTACHMENT “A,” THE “ELECTION OFFICIALS’ TRAINING ATTENDANCE FORM – 2004” AND THE “ACTUAL EXPENSES” FORM (pages 23 - 28)

POLLING PLACE SUPPLY COSTS

The State Board of Election Commissioners will pay supply costs directly related to the cost of conducting a state-funded election, including items such as ballot boxes, stub end boxes, ballot marking instruments, and specific postage expenses. A more comprehensive list is provided below.

The State Board of Election Commissioners will not pay for administrative expenses associated with conducting a state-funded election, including non-expendable office equipment and supplies such as electric pencil sharpeners, thermal binding machines, pagers, and expensive metal signage, nor for expendable supplies such as copier toner, printer toner cartridges, printer ribbons, diskettes, and binders. The State Board will not pay for the cost of binding voter books, for phone lines and services or internet services, for portable toilet rental, for capital or leasehold improvements to polling sites, for return postage, or for food. A more comprehensive list is provided below.

Calculating Polling Place Supply Costs

Include:

- pens, pencils, and pads
- tape
- magnifying sheet/glass
- spools of string (for marking electioneering areas)
- permanent ink pens for counties using paper ballots counted by hand
- marking instruments recommended by the manufacturer of the optical scanner
- envelopes, including spoiled ballot envelopes, provisional ballot envelopes, provisional voter envelopes, certificates envelopes, absentee ballot envelopes
- ballot boxes
- numbered ballot box seals
- stub boxes
- election kits/packets
- paper for oath of election officials, precinct voter registration lists, list of voters forms, assisted voters listing, list of provisional voters forms, spoiled ballot affidavits, change in polling site authorization forms, challenged ballot forms, voter complaint forms, ballot accounting forms, election officials checklists, tally sheets, blank forms of certificates, instructions to voters, notices on electioneering, sample ballots, sample vote cards, sample candidate and issue labels
- printer packs used in lever machines
- postage for the mailing of absentee application requests, absentee ballots, and official notice to election officials

Do not include:

- voting booths
- office equipment such as electric pencil sharpeners and thermal binding machines
- nonexpendable supplies such as pagers, outlet strips, extension cords, adapters, phone cords,

- and expensive metal signage
- expendable supplies such as copier toner, printer toner cartridges, printer ribbons, diskettes, hanging file folders, manila file folders, binders, “I Voted” stickers, and flags
- cost for binding voter books, including CoverOne Covers, Thermabind Covers, and Image Covers
- election official training material reproduction
- phone lines/services or internet services
- portable toilet rental
- capital or leasehold improvements to polling sites, including ramps, door levers, lumber, and ADA signage
- return postage or any other postage except as covered above
- food

For illustration purposes, the following supplies were used:

Ballot boxes	85 x \$3.90 =	\$136.50
Stub end boxes	25 x \$2.50 =	62.50
Numbered seals	70 x \$.25 =	17.50
Vendor election packets	25 x \$8.95 =	223.75
Absentee envelopes	237 x \$.06 =	14.22
Absentee postage	79 x \$.60 =	47.40
Paper (1 case @ \$28.00 per case)	=	28.00
		<u>\$529.87</u>

PROVIDE ACTUAL INVOICES, RECEIPTS, OR DOCUMENTATION FOR ALL ITEMS FOR WHICH REQUESTING REIMBURSEMENT, INCLUDING A LIST OF ABSENTEE APPLICATIONS, ABSENTEE BALLOT REQUESTS, AND LIST OF ELECTION OFFICIALS FOR POSTAGE REIMBURSEMENT.

If requesting reimbursement of supply costs relating to the state-funded election from supplies previously purchased in bulk, be very specific as to the nature of the supplies, the quantity relating to the state-funded election only, and the cost per unit. If currently ordering in bulk, pro-rate only the amount applicable to the state-funded election for which seeking reimbursement.

SHOW ALL CALCULATIONS AND EXPLANATIONS, IF APPLICABLE, ON THIS PAGE. Carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

RETURN THIS PAGE ALONG WITH ATTACHMENT “A,” THE “ELECTION OFFICIALS’ TRAINING ATTENDANCE FORM – 2004” AND THE “ACTUAL EXPENSES” FORM (pages 23 - 28)

SET UP/PROGRAMMING COSTS

Pursuant to Arkansas Code Annotated §§ 7-5-507, 7-5-508, 7-5-515, and 7-5-611, the State Board of Election Commissioners will pay for set up and programming of voting machines, including labor for preparation of machines, labor for testing of automatic tabulating equipment, assistance in operating voting machines, labor for transportation of machines to and from polling sites, truck rental when applicable and necessary, and mileage for delivery of voting machines to precincts.

The State Board of Election Commissioners will not reimburse for costs associated with the purchase of new or used voting systems or for leasing, rental, maintenance, or depreciation of voting systems.

Calculating Set Up/Programming Costs

Include:

- labor for preparation of voting machines [§§ 7-5-508(b); 7-5-515(b); 7-5-611(a)]
- labor for testing of automatic tabulating equipment [§ 7-5-611(c)(1)]
- assistance in operating voting machines [§ 7-5-507(c)]
- labor for transportation of voting machines and precinct tabulation equipment to and from polling sites [§ 7-5-508(b)]
- truck rental, if applicable and necessary, for transportation of voting machines and precinct tabulation equipment to and from polling sites [§ 7-5-508(b)]
- mileage for transportation of voting machines and precinct tabulation equipment to and from polling sites [§ 7-5-508(b)]

Do not include:

- voting system purchases (new or used)
- voting system leasing
- voting system rental
- voting system maintenance, including parts
- voting system depreciation

For illustration purposes, Anywhere County was billed \$1,200.00 by the out-of-state manufacturer to program the county's one (1) automatic tabulator used on election night at a centralized tabulation location.

SEE ILLUSTRATION

PROVIDE ACTUAL INVOICES, RECEIPTS, OR DOCUMENTATION, INCLUDING A LIST OF WORKERS, IF APPLICABLE, AND INDICATE THE NATURE OF THE REIMBURSEMENT (I.E., LABOR FOR PREPARATION OF MACHINES) AND THE METHOD OF REIMBURSEMENT (I.E., BY THE MACHINE, BY THE HOUR, BY THE DAY, ETC.) Show all calculations and explanation, if applicable, on this page; carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

RETURN THIS PAGE ALONG WITH ATTACHMENT “A,” THE “ELECTION OFFICIALS’ TRAINING ATTENDANCE FORM – 2004” AND THE “ACTUAL EXPENSES” FORM (pages 23 - 28)

BALLOT PRINTING COSTS

Pursuant to Arkansas Code Annotated § 7-5-210, for counties not using voting machines, the county board of election commissioners will provide for each election precinct, and for each ward of a city or incorporated town in its county, a number of ballots equivalent to one and one half (1.5) times the number of electors voting therein at the last-preceding comparable election, up to a maximum of one hundred five percent (105%) of the total number of registered voters for the respective precinct or ward.

The State Board of Election Commissioners will reimburse for the cost of ballot stock and printing of ballots up to the maximum allowed by law.

When paper ballots are used in conjunction with the use of voting machines, the State Board of Election Commissioners will reimburse ballot printing costs up to a maximum of ten percent (10%) of the registered voters.

The State Board of Election Commissioners will reimburse ballot printing costs for the printing of "judicial only" ballots for the nonpartisan judicial general election, up to a maximum of twenty percent (20%) of the registered voters.

The county will be financially responsible for any overages. All exceptions must be by prior written request to the State Board of Election Commissioners with prior written approval by the State Board.

The State Board of Election Commissioners will not reimburse for the cost of printing reruns due to county or vendor error.

Calculating Ballot Printing Costs

Include:

- ballot stock (for the number of ballots printed only; prorate the quantity if necessary)
- ballot printing costs
 - 1) for counties not using voting machines, ballot printing cost will be reimbursed at one and one half (1.5) times the number of electors voting at the last-preceding comparable election up to a maximum of 105% of the total number of registered voters
 - 2) for counties using paper ballots in conjunction with the use of voting machines, ballot printing cost will be reimbursed up to a maximum of 10% of the registered voters
 - 3) for nonpartisan judicial general elections, ballot printing costs for the printing of "judicial only" ballots will be reimbursed up to a maximum of 20% of the registered voters
- vote cards
- ballot labels (voting machines)
- candidate and issue labels

Do not include:

- costs of printing reruns due to county or vendor error

For illustration purposes:

- Anywhere County used paper ballots with centralized automatic tabulation equipment
- Anywhere County ordered ballot stock and had its ballots printed by the out-of-state manufacturer of its automatic tabulation equipment
- Anywhere County has a total of 12,549 registered voters
- 3,137 electors voted at the Presidential Preferential Primary Election of 2000
- the county board of election commissioners determined the need to order a minimum 4,706 ballots ($3,137 \times 1.5$)
- the county board determined the need to order a maximum 13,176 ballots ($12,549 \times 1.05$)
- the county board ordered 8,900 ballots
- the manufacturer charged \$.09 each for the ballot stock, plus \$2,225.00 for printing

Ballot stock $8,900 \times .09 = \$ 801.00$
Printing $= \underline{2,225.00}$
 $\$3,026.00$

PROVIDE ACTUAL INVOICES, RECEIPTS, OR DOCUMENTATION FOR ALL ITEMS FOR WHICH REQUESTING REIMBURSEMENT. Show all calculations and explanations, if applicable, on this page; carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

RETURN THIS PAGE ALONG WITH ATTACHMENT “A,” THE “ELECTION OFFICIALS’ TRAINING ATTENDANCE FORM – 2004” AND THE “ACTUAL EXPENSES” FORM (pages 23 - 28)

LEGAL ADVERTISING COSTS

Pursuant to Arkansas Code Annotated §§ 7-4-107, 7-5-202 and 7-5-611, the State Board of Election Commissioners will reimburse for the cost of advertising the notice of the election, the lists of appointed election officials, and the testing of automatic tabulating equipment.

The State Board of Election Commissioners will not reimburse for advertising for the purpose of notifying candidates of preparation of machines, advertising for election officials training, advertising in excess of that required by law, re-advertising due to county error, or for any costs related to radio or television broadcasting or colored advertising.

Calculating Legal Advertising Costs

Include:

- one (1) publication of the list of appointed election officials [§ 7-4-107(b)(2)]
- two (2) publications in a newspaper of general circulation in the county of the date of the election, the hours of voting on election day, polling sites for holding the elections, and the candidates and offices to be elected [§ 7-5-202(a) and (b)]
- one (1) publication of the additional hours for early voting with the location of additional early voting polling sites in a newspaper of general circulation [§ 7-5-418(b)(1)(C), (b)(5)]
- one (1) publication of the time and place of testing of automatic tabulating equipment in one (1) or more daily or weekly newspapers published in the town, city, or county using the equipment [§ 7-5-611(c)(2)]

Do not include:

- advertising for the purpose of notifying candidates of preparation of machines [§ 7-5-516]
- advertising for election officials training
- advertising in excess of that required by law as defined above
- re-advertising due to county error
- costs related to radio or television broadcasting
- costs related to colored advertising

For illustration purposes, the county board of election commissioners spent \$300.00 to run all legally required advertisements.

PROVIDE ACTUAL INVOICES OR RECEIPTS OF ALL ITEMS FOR WHICH REQUESTING REIMBURSEMENT. Show all calculations and explanation, if applicable, on this page; carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

RETURN THIS PAGE ALONG WITH ATTACHMENT “A,” THE “ELECTION OFFICIALS’ TRAINING ATTENDANCE FORM – 2004” AND THE “ACTUAL EXPENSES” FORM (pages 23 - 28)

CLEANING EXPENSES

The State Board of Election Commissioners will reimburse facilities used as polling sites a cleaning expense fee to offset the cost of using the facility.

The State Board of Election Commissioners will not reimburse individuals for cleaning a facility used as a polling site.

Calculating Cleaning Expenses

Include:

- only payments to facilities used as polling sites to offset the cost of using the facility

Do not include:

- payments to individuals for cleaning a facility used as a polling site

For illustration purposes, reimbursement arrangements were made between the county board of election commissioners and each of the 25 polling locations.

Cleaning Expenses $25 \times \$20.00 = \500.00

SHOW ALL CALCULATIONS AND EXPLANATIONS, IF APPLICABLE, ON THIS PAGE; carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

RETURN THIS PAGE ALONG WITH ATTACHMENT “A,” THE “ELECTION OFFICIALS’ TRAINING ATTENDANCE FORM – 2004” AND THE “ACTUAL EXPENSES” FORM (pages 23 - 28)

ATTACHMENT "A"

POLLING SITE/PRECINCT ELECTION OFFICIALS NAMES	ELECTION OFFICIALS PAY		PART-TIME HELP*			MILEAGE**		
	\$75 Full Day \$37.50 Half Day	TRAINING \$25	HOURS	RATE \$5.15	WAGES	#	RATE \$.31	WAGES
Abbott Catholic Church (Precinct 101A)								
Apple, Penelope	75.00	25.00	1	5.15	5.15			
Bear, Marilyn	75.00	25.00	1	5.15	5.15	37	0.31	11.47
Coates, Luke	75.00	25.00	1	5.15	5.15	30	0.31	9.30
Dailey, Joye	75.00							
Banks Assembly of God Church (Precinct 201A)								
Evers, Henry	75.00							
Farris, Gloria	75.00							
Gaines, Faith	75.00	25.00	2	5.15	10.30	67	0.31	20.77
Harris, Edna	75.00	25.00	1	5.15	5.15			
Inmon, Danny	75.00							
Cabot Community Center (Precinct 301A)								
Johnson, Cory	75.00							
Jones, Barry	75.00							
Kent, Angela	75.00	25.00	3	5.15	15.45	97	0.31	30.07
Lawrence, Walker	75.00	25.00	1	5.15	5.15			
Moore, Unity	75.00	25.00						
Nathan, Tucker	75.00							
Dallas Baptist Church (Precinct 401A)								
Orr, Sandy	75.00	25.00						
Pope, Rachael	75.00	25.00	1	5.15	5.15			
Rye, Pricella	75.00							
Smith, Orville	75.00							
Turner, Nathaniel	75.00	25.00	1	5.15	5.15	37	0.31	11.47
Egypt Middle School (Precinct 501A & 601A)								
Usury, Marty	75.00							
Van Diver, Lorna	75.00			5.15	5.15	11	0.31	4.65
Williams, Katherine	75.00			5.15	5.15	30	0.31	16.12
Yancey, Jarrette	75.00							
Zona, L. Mar	75.00							
Anthony, He	75.00							
Fargo High (Precinct 701A)								
Bailey, Tah	75.00	25.00						
Carter, Franklin	75.00	25.00	2	5.15	10.30	47	0.31	14.57
Daughtery, Ellison	75.00							
Ellis, David	75.00	25.00	1	5.15	5.15			
Gepp Housing Authority (Precinct 801A)								
Flannigan, Charlie	75.00							
Grosse, Bart	75.00							
Harrison, Alice	75.00							
Ingle, Walter	75.00	25.00	2	5.15	10.30	57	0.31	17.67
Jarrett, Viola	75.00	25.00	1	5.15	5.15	30	0.31	9.30
Humphrie High (Precinct 901A)								
Kilgore, Unnis	75.00	25.00	1	5.15	5.15	32	0.31	9.92
Ladow, Thomas	75.00							
Milligan, Storm	75.00	25.00	1	5.15	5.15			
Norman, Raymond	75.00							
Oliver, Pam	75.00							
Presley, Opal	75.00							
Ink Episcopal Church (Precinct 201B)								
Razor, Nann	75.00							
Stone, Mattie	75.00	25.00	1	5.15	5.15	35	0.31	10.85
Trump, Lucy	75.00		1	5.15	5.15			
Ulsor, Karman	75.00							
Vinner, Jane	75.00	25.00	2	5.15	10.30	67	0.31	20.77

POLLING SITE/PRECINCT ELECTION OFFICIALS NAMES	ELECTION OFFICIALS PAY		PART-TIME HELP*			MILEAGE**		
	\$75 Full Day \$37.50 Half Day	TRAINING \$25	HOURS	RATE \$5.15	WAGES	#	RATE \$.31	WAGES
Jennie Lutheran Church (Precinct 202B)								
Wilhite, Inna	75.00	25.00	1	5.15	5.15	28	0.31	8.68
York, Harrison	75.00	25.00	1	5.15	5.15	39	0.31	12.09
Zorro, Gail	75.00	25.00	1	5.15	5.15			
Austin, Francis	75.00							
Bradley, Eloise	75.00							
Choates, Daryl	75.00							
Keo Methodist Church (Precinct 203B)								
Danger, Carrie	75.00	25.00	1	5.15	5.15			
Elkins, Barry	75.00	25.00	2	5.15	10.30	67	0.31	20.77
Farth, Abigail	75.00							
Garrett, William	75.00							
Hammons, Vincent	75.00							
Lacey Pentecostal Church (Precinct 204B)								
Jones, Tucker	75.00							
Killian, Susie	75.00							
Lowe, Rhonda	75.00	25.00	2	5.15	10.30	46	0.31	14.26
Monroe, Peter	75.00	25.00	1	5.15	5.15			
Marie Presbyterian Church (Precinct 205B)								
Norris, Marty	75.00	25.00	2	5.15	10.30	67	0.31	20.77
Overton, Lonnie	75.00							
Phillips, Kent	75.00	25.00	1	5.15	5.15	21	0.31	6.51
Rison, Josalyn	75.00	25.00						
Storms, Harmony	37.50							
Turner, Tommy	37.50							
Norman Elementary (Precinct 206B & 207B)								
Tolliver, George	75.00							
Van Loggin, Frannie	75.00							
Wright, Elaine	75.00							
Zero, Marie	75.00	25.00	1	5.15	5.15	37	0.31	11.47
Angel, Connie	75.00							
Brown, Fred	75.00							
Oxford Fire Department (Precinct 208B)								
Coates, Allison	75.00	25.00	1	5.15	5.15	30	0.31	9.30
Danforth, Williard	75.00							
Elphont, Velma	75.00	25.00	2	5.15	10.30	67	0.31	20.77
Frite, Unice	75.00		1	5.15	5.15			
Gammet, Tucker	75.00	25.00						
Proctor Community Center (Precinct 209B)								
Harmony, Stanley	75.00	25.00	2	5.15	10.30	44	0.31	13.64
Irke, Ronnie	75.00							
Joyce, Palmer	75.00							
Killmore, Oprah	75.00	25.00	1	5.15	5.15	23	0.31	7.13
Landowell, Nate	75.00	25.00						
Rye City Hall (Precinct 301C)								
Morris, Mattie	75.00							
Norton, Lucy	75.00	25.00	2	5.15	10.30	67	0.31	20.77
Overstreet, Karmon	75.00							
Palmer, Joyce	75.00	25.00	1	5.15	5.15	30	0.31	9.30
Quacker, Inna	75.00							
Scotland Convention Center (Precinct 302C)								
Rainer, Harry	75.00	25.00	1	5.15	5.15	25	0.31	7.75
Stamps, Gladys	75.00	25.00	1	5.15	5.15			
Tramp, Frank	75.00	25.00	1	5.15	5.15	12	0.31	3.72
Ukno, Edna	75.00							

POLLING SITE/PRECINCT ELECTION OFFICIALS NAMES	ELECTION OFFICIALS PAY		PART-TIME HELP*			MILEAGE**		
	\$75 Full Day \$37.50 Half Day	TRAINING \$25	HOURS	RATE \$5.15	WAGES	#	RATE \$.31	WAGES
Twist Fire Department (Precinct 303C)								
Villian, Darrell	75.00							
Whitehead, Carmon	75.00	25.00	2	5.15	10.30	63	0.31	19.53
Xanier, Burt	75.00		1	5.15	5.15			
Yates, Alma	75.00	25.00	1	5.15	5.15	34	0.31	10.54
Archer, Paul	75.00							
Banks, Yolanda	75.00							
Ulm Library (Precinct 304C)								
Coleman, Xavier	75.00	25.00	1	5.15	5.15	37	0.31	11.47
Derrick, William	75.00		1	5.15	5.15			
Everton, Vivian	75.00	25.00						
Flight, Tony	75.00							
Gardner, Steve	75.00							
Vail Recreation Center (Precinct 305C)								
Harrington, Ray	75.00	25.00	2	5.15	10.30	67	0.31	20.77
Jobs, Paige	75.00		1	5.15	5.15			
Kolemann, Oliver	75.00	25.00						
Lotto, Norman	75.00							
Martin, Mike	75.00							
Noe, Lawrence	75.00	25.00						
Welsh Athletic Club (Precinct 306C)								
Ozone, Kathy	75.00			5.15	5.15	90	0.31	27.90
Pauley, Jenny	75.00			5.15	5.15			
Quinn, Helen	75.00							
Reaser, Grace	75.00							
Storrier, Ruth	75.00	25.00						
Yellow School for the Blind (Precinct 307C)								
Top, Ellen	75.00	25.00	1	5.15	5.15			
Ulser, David	75.00	25.00	1	5.15	5.15	44	0.31	13.64
Van Patten, Cathy	75.00							
Wallace, Bonnie	75.00	25.00						
Yoney, Abby	75.00							
Alexander, Barry	75.00	25.00						
Zion School for the Deaf (Precinct 308C)								
Batiste, Wallace	75.00							
Clayton, Vince	75.00	25.00	2	5.15	10.30	50	0.31	15.50
Dowfill, Tom	75.00	25.00	1	5.15	5.15	17	0.31	5.27
Fright, Sam	75.00							
Ups City Hall (Precinct 309C)								
Gramps, Ruth	75.00	25.00	1	5.15	5.15			
Hunter, Paulette	75.00	25.00	2	5.15	10.30	67	0.31	20.77
Jordon, Olivia	75.00	25.00						
Karmike, Nancy	75.00							
Lemon, Martin	75.00							
TOTALS	9,600.00					1,675		519.25

EXTRA DEPUTY		PART-TIME HELP*			MILEAGE**		
		HOURS	RATE	WAGES	#	RATE	WAGES
		160	5.15	824.00			

PROCESSING ABSENTEE BALLOTS							
Apple, Joe			8	5.15	41.20		
Brown, Larry			8	5.15	41.20		
Phillips, Sue			8	5.15	41.20		
White, Matthew			8	5.15	41.20		
Yell, Stephanie			8	5.15	41.20		
Zeno, Zack			8	5.15	41.20		
Total			48		247.20		

CENTRALIZED VOTE TABULATION							
Cook, Kevin			5	5.15	25.75		
Ellis, Sharon			5	5.15	25.75		
Martin, Lewis			5	5.15	25.75		
Rice, Betty			5	5.15	25.75		
Smith, John			5	5.15	25.75		
Thomas, Kathy			5	5.15	25.75		
Total			30		154.50		

TOTALS			313		1,611.95		
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Off-Site Early Voting		TRAINING	HOURS	RATE	WAGES	#	RATE	WAGES
Mammoth Tennis Center								
Apple, Penelope	(See Precinct 101A)	0.00	70	5.15	360.50			
Bear, Marilyn	(See Precinct 101A)	0.00	70	5.15	360.50			
Coates, Luke	(See Precinct 101A)	0.00	70	5.15	360.50			
Duke, Danny			70	5.15	360.50			
Northeast Recreation Center								
Bailey, Graham	(See Precinct 701A)		70	5.15	360.50			
Carter, Franklin	(See Precinct 701A)	0.00	70	5.15	360.50			
Dauger, Ellison			70	5.15	360.50			
Elmore, Samantha		25.00	70	5.15	360.50			
Larkin, Libby								
Jones, Tucker			70	5.15	360.50			
Killian, Susie			70	5.15	360.50			
Lowe, Rhonda	(See Precinct 204B)	0.00	70	5.15	360.50			
Murphy, Martin		25.00	70	5.15	360.50			
Landowe Community Center								
Rainer, Harry	(See Precinct 302C)	0.00	70	5.15	360.50			
Stamps, Gladys	(See Precinct 302C)	0.00	70	5.15	360.50			
Tramp, Frank	(See Precinct 302C)	0.00	70	5.15	360.50			
Ukno, Edna			70	5.15	360.50			
Stanton Senior Citizen Center								
Batiste, Wallace			70	5.15	360.50			
Clayton, Vince	(See Precinct 308C0)	0.00	70	5.15	360.50			
Dowfill, Tom	(See Precinct 308C0)	0.00	70	5.15	360.50			
Fright, Sam		0.00	70	5.15	360.50			

TOTALS		1,700.00	1,400		7,210.00			
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*FOR: Delivery of ballots/election supplies
Return of ballots, election materials, and returns to the county election commission
Extra Deputy
Processing absentee ballots
Centralized vote tabulation

**FOR: Delivery of ballots/election supplies
Return of ballots, election materials, and returns to the county election commission

ACTUAL EXPENSES

May 18, 2004 PREFERENTIAL PRIMARY ELECTION

RETURN BY June 18, 2004 TO:

STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 122
Little Rock, AR 72201

COUNTY Anywhere County
TOTAL NUMBER OF REGISTERED VOTERS 12,549
TOTAL NUMBER OF PRECINCTS 27
TOTAL NUMBER OF POLLING SITES (do not include absentee and early voting) 25
TOTAL NUMBER OF ELECTION OFFICIALS (do not include absentee and early voting) 128
AVERAGE NUMBER OF ELECTION OFFICIALS/POLLING SITE 5.12
TOTAL NUMBER OF PART-TIME HELP 15
VOTING EQUIPMENT (type of equipment used and number of machines used) paper ballots w/1 centralized optical scanner.

ELECTION OFFICIALS PAY

Polling Sites on Election Day 9,600.00
Off-Site Early Voting Polling Sites 7,210.00
Training 1,700.00

PART-TIME HELP PAY 1,611.95

MILEAGE EXPENSES 519.25

ELECTION COMMISSIONERS PAY 950.00

POLLING PLACE SUPPLY COSTS 529.87

SET UP/PROGRAMMING COSTS 1,200.00

BALLOT PRINTING COSTS 3,026.00

LEGAL ADVERTISING COSTS 300.00

CLEANING EXPENSES 500.00

GRAND TOTAL 27,147.07

I verify that these actual expenses truthfully reflect expenses as approved by the county election commission for the above referenced election and that all figures are accurate and appropriate to the best of my knowledge.

Sign _____ County Election Commission Chair

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Name/Phone Number of Person Completing This Worksheet: _____

ALL THREE ELECTION COMMISSIONERS MUST SIGN

ATTACHMENT “A”

[illegible]

[illegible]

PROCESSING ABSENTEE BALLOTS								
Total								

CENTRALIZED VOTE TABULATION								
Total								

TOTALS								
---------------	--	--	--	--	--	--	--	--

[illegible]

TOTALS								
--------	--	--	--	--	--	--	--	--

**FOR: Delivery of ballots/election supplies
Return of ballots, election materials, and returns to the county election commission

ELECTION OFFICIALS' TRAINING ATTENDANCE FORM – 2004

(This form MUST be distributed to all election day and off-site early voting polling sites for the preferential primary for trained election officials to complete.)

NAME OF ELECTION: _____ DATE OF ELECTION: _____ COUNTY: _____

POLLING SITE: _____ PRECINCT NAME/NUMBER: _____

I swear/affirm that I attended election officials' training conducted by a trainer certified by the State Board of Election Commissioners on the date indicated and that I have performed the duties of an election official by working the polls or an off-site early voting site for the preferential primary according to the law and to the best of my abilities.

ELECTION OFFICIAL:

NAME (Please print clearly)

ADDRESS

SIGNATURE

DATE/LOCATION OF TRAINING

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I swear/affirm that the above named election officials attended training conducted by a trainer certified by the State Board of Election Commissioners on the date indicated. I further affirm that the election officials training was conducted using only materials provided by the State Board or in conjunction with county materials whose use was previously requested in writing to the State Board and approved in writing by the State Board.

COUNTY BOARD OF ELECTION COMMISSIONERS:

NAME (Please print clearly)

SIGNATURE

_____	_____
_____	_____
_____	_____

NAME OF CERTIFIED TRAINER:

RETURN THIS FORM TO:
STATE BOARD OF ELECTION COMMISSIONERS
501 WOODLANE, SUITE 122
LITTLE ROCK, AR 72201
(501) 682-1834 or (800) 411-6996

ACTUAL EXPENSES

May 18, 2004 PREFERENTIAL PRIMARY ELECTION

RETURN BY June 18, 2004 TO:

STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 122
Little Rock, AR 72201

COUNTY _____
TOTAL NUMBER OF REGISTERED VOTERS _____
TOTAL NUMBER OF PRECINCTS _____
TOTAL NUMBER OF POLLING SITES (do not include absentee and early voting) _____
TOTAL NUMBER OF ELECTION OFFICIALS (do not include absentee and early voting) _____
AVERAGE NUMBER OF ELECTION OFFICIALS/POLLING SITE _____
TOTAL NUMBER OF PART-TIME HELP _____
VOTING EQUIPMENT (type of equipment used and number of machines used) _____

ELECTION OFFICIALS PAY

Polling Sites on Election Day _____
Off-Site Early Voting Polling Sites _____
Training _____

PART-TIME HELP PAY _____

MILEAGE EXPENSES _____

ELECTION COMMISSIONERS PAY _____

POLLING PLACE SUPPLY COSTS _____

SET UP/PROGRAMMING COSTS _____

BALLOT PRINTING COSTS _____

LEGAL ADVERTISING COSTS _____

CLEANING EXPENSES _____

GRAND TOTAL _____

I verify that these actual expenses truthfully reflect expenses as approved by the county board of election commissioners for the above referenced election and that all figures are accurate and appropriate to the best of my knowledge.

Sign _____ County Election Commission Chair

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Name/Phone Number of Person Completing This Worksheet: _____

ALL THREE ELECTION COMMISSIONERS MUST SIGN

**GUIDELINES
FOR SUBMITTING REIMBURSEMENT REQUESTS
TO THE
STATE BOARD OF ELECTION COMMISSIONERS
FOR
STATE-FUNDED ELECTIONS**
Actual Expenses for Primary Runoff
(Revised 2003)



**STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 122
Little Rock, Arkansas 72201
(501) 682-1834
(800) 411-6996
www.state.ar.us/sbec**

OVERVIEW

Whereas, the state Constitution declares that elections shall be “free and equal,” and whereas Act 901 of 1995 charged the State Board of Election Commissioners with funding political party primary elections, and whereas Arkansas law further provides that the State Board may use funds appropriated for election expenses to cover the expenses of the State Board and the county boards of election commissioners for conducting preferential primary elections, general primary elections, special primary elections, nonpartisan judicial general elections, and statewide special elections, the State Board has established the following guidelines to govern the distribution of funds from the State to the counties.

The three-member county board of election commissioners in each of the 75 counties in this State is responsible for conducting elections within its respective county. Prior to and following each state-funded election, the State Board of Election Commissioners furnishes each county board with worksheets for requesting reimbursement of election expenses accompanied by comprehensive guidelines and instructions that are updated biennially following each legislative session. This system of reimbursement has resulted in uniform and consistent distribution of funds from the State to the counties and has provided the State with the information needed for the development of databases of comparative election costs allowing the State to maintain a high level of fiscal accountability.

Prior to each state-funded election, each county board of election commissioners must submit estimated budgeted expenses in accordance with the State Board of Election Commissioners’ guidelines and “Rules for Reimbursement of Expenses for State-funded Elections” officially promulgated by the State Board under the Administrative Procedure Act, by the official date set by the State Board for receipt of the documentation.

Upon approval by the State Board of Election Commissioners of a county’s estimated budgeted expenses, the State Board will remit 50% of the approved budget request to the county treasurer of the respective county, who will disburse the funds allocated for election expenses and will establish a separate expense code to track and monitor payments made from this appropriation.

After the state-funded election, upon receipt of actual invoices, receipts, and all other required documentation of actual election expenses and upon approval by the State Board of Election Commissioners, each county will receive the remaining balance due for actual election expenses. Actual expenses must be submitted in accordance with the State Board’s guidelines and rules by the official date set by the State Board for receipt of the documentation.

Pursuant to Arkansas Code Annotated § 7-7-201, the State Board of Election Commissioners may withhold reimbursement of funds to the counties for state-funded elections for failure to comply with the rules developed by the State Board for the administration of primary elections or applicable state election laws until all requirements are met to the satisfaction of the State Board.

Pursuant to Arkansas Code Annotated §§ 7-4-107, 7-5-701 and 7-7-201, failure to comply with the rules and guidelines for reimbursement for state-funded elections established by the State Board, failure to file an “Affidavit of Compliance” with the State Board, or failure to deliver certified results of the election to the Secretary of State will result in withholding of reimbursement of funds to the county until all requirements are met to the satisfaction of the State Board.

Unallowable expenses incurred by the county, as determined by the State Board of Election Commissioners, must be paid from county funds. Political parties may not pay for additional election expenses.

Allowable expenses that were disqualified by the State Board of Election Commissioners for exceeding the State Board’s rules and guidelines, as determined by the State Board, may be appealed to the State Board for reconsideration.

In cases where a court determines that an election must be conducted again, the State Board of Election Commissioners shall consider, on a case-by-case basis, the criteria for paying the expenses of the new election.

ELECTION OFFICIALS PAY

Working Polling Sites on Election Day

Pursuant to Arkansas Code Annotated § 7-4-112, election officials working a full day at polling sites on election day in state-funded elections will be paid a flat rate of \$75.00. Election officials working a split shift (1/2 day) at polling sites on election day in state-funded elections will be paid a flat rate of \$37.50.

Working Off-site Early Voting Polling Sites

Election officials working at early voting polling sites outside the county clerk's office (off-site early voting) will be paid the prevailing federal minimum wage per hour for the number of hours worked in state-funded elections.

Attending Training

Election officials who attend training conducted by a Board-certified trainer immediately prior to the preferential primary election in which they worked will also be paid a maximum one-time \$25 payment, regardless of whether election officials work both off-site early voting polling sites and the polls on election day. The one-time \$25 additional payment is intended to reimburse election officials working the polls at the preferential primary election for their time in having attended training.

If the county board of election commissioners chooses to pay election officials above these rates of pay, then county funds must be used to pay the difference.

The State Board of Election Commissioners will not reimburse county election commissioners, county election coordinators, and secretaries/assistants to the county board of election commissioners for serving as election officials at the polling sites on election day.

The State Board of Election Commissioners will reimburse for a maximum of six (6) eligible election officials per polling site in order to assure against an excessive number of election officials per poll. For those counties that combine multiple polling sites within a single facility, i.e., an auditorium, etc., each separate location within the single facility where voters identify themselves to election officials for the purpose of casting a ballot would constitute a polling site.

Calculating Election Officials Pay

Include:

- election officials working polling sites on election day [§§ 7-4-107(b)(1)(A); 7-7-302]
- election officials working off-site early voting polling sites [§ 7-5-418(b)(2)]

Do not include:

- volunteer election pages [§§ 7-4-116(c)(3); 7-4-117(c)(3)]
- absentee election officials
- extra deputy(s) to the county clerk for absentee and early voting
- county election commissioners
- county election coordinators (full-time or part-time)
- secretaries/assistants to the county board of election commissioners (full-time or part-time)

For illustration purposes, Attachment “A” has been completed using the following data:

- 25 polling sites
- 5 sites with 4 election officials each
- 12 sites with 5 election officials each (Harmony Storms and Tommy Turner worked a split shift at the Marie Presbyterian Church polling site)
- 8 sites with 6 election officials each

For off-site early voting for the preferential primary election:

- 5 polling sites
- 4 election officials per site
- off-site early voting began on the Monday fifteen (15) days prior to the election
- off-site early voting ended at 4:00 p.m. on the Monday before the election
- off-site early voting took place on Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m.
- off-site early voting took place on Saturday between the hours of 2:00 p.m. and 4:00 p.m.

For the preferential primary election, 68 of the total 148 election officials working the polling sites on election day and/or off-site early voting polling sites attended training conducted by a Board-certified election official trainer immediately prior to the preferential primary election.

PROVIDE A COMPLETE LIST OF ELECTION OFFICIALS BY POLLING SITE BY COMPLETING ATTACHMENT “A.” Show any explanations, if applicable, on this page. Carry only the totals from Attachment “A” forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

**RETURN THIS PAGE ALONG WITH ATTACHMENT “A” AND
THE “ACTUAL EXPENSES” FORM (pages 23 - 28)**

PART-TIME HELP PAY

Pursuant to Arkansas Code Annotated § 7-4-112, part-time help will be paid the prevailing federal minimum wage per hour for the number of hours worked during state-funded elections. Part-time help includes one (1) extra deputy to the county clerk for the purpose of carrying out the requirements of absentee and early voting, personnel designated by the county board of election commissioners to deliver ballots and election supplies to each set of election officials in each precinct, election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls, election officials processing absentee ballots on election day, and election officials designated to tabulate the vote. The extra deputy to the county clerk will be paid the prevailing federal minimum wage per hour for the number of hours worked per day for a period not to exceed twenty (20) days.

If the county board of election commissioners chooses to pay part-time help above this rate of pay, then county funds must be used to pay the difference.

Additional deputies for absentee and early voting beyond the one (1) extra deputy, county election commissioners, county election coordinators, secretaries to the county board of election commissioners, and personnel on the county payroll are ineligible for reimbursement by the State as part-time help, and the State Board of Election Commissioners will not pay the cost of a full-time or part-time election coordinator or secretary/assistant to the county board.

Calculating Part-time Help Pay

Include:

- one (1) extra deputy to the county clerk for absentee and early voting [§ 7-5-415]
- personnel designated by the county board of election commissioners to deliver ballots/election supplies to each set of election officials in each precinct [§ 7-5-211(a)]
- election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls [§§ 7-5-317(b); 7-5-529; 7-5-614(b)(1)]
- election officials processing absentee ballots on election day [§ 7-5-416]
- election officials counting ballots at polling sites, voting machine tabulation at polling sites, electronic vote tabulation at polling sites [§§ 7-5-315(3); 7-5-527; 7-5-614(c)]
- election officials vote tabulation at a central location [§§ 7-5-414; 7-5-418(g); 7-5-614(b)(2)]

Do not include:

- additional deputies for absentee and early voting beyond the one (1) extra deputy [§ 7-5-415]
- county election commissioners pay for election related duties, including selecting and appointing election officials, establishing and altering precinct boundaries and polling sites, preparation of maps showing precinct boundary changes, public notice of election, publication requirements, and ballot preparation, including preparation and certification of ballot labels for voting machines
- extra help for the purpose of assisting the county board of election commissioners with election related duties
- county election coordinators (full-time or part-time) pay for election related duties

- For illustration purposes, Attachment “A” has been completed using the following data:**

- When reporting the number of part-time help at the top of the “Actual Expenses” worksheet, if an election official from each poll delivers ballots and supplies to their respective poll, **do not include** them in the count of part-time helpers. **Do not include** the election officials from each polling site returning the ballots, election materials, and returns to the county board of election commissioners after the polls close in the count of part-time helpers. If the county board designates a few persons from the county to deliver ballots and supplies to each set of election officials in each polling site, **include** them in the count of part-time helpers.

[illegible]

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MILEAGE EXPENSES

Pursuant to Arkansas Code Annotated § 7-4-112, the State Board of Election Commissioners will reimburse mileage expenses to personnel designated by the county board of election commissioners to deliver ballots and election supplies to each set of election officials in each precinct and election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls at the rate prescribed for state employees in state travel regulations.

The State Board of Election Commissioners will not pay county election commissioner mileage.

Calculating Mileage Expenses

Include:

- personnel designated by the county board of election commissioners to deliver ballots/election supplies to each set of election officials in each precinct [§ 7-5-211(a)]
- election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls [§§ 7-5-317(b); 7-5-614(b)(1)]

Do not include:

- county election commissioner mileage

For illustration purposes, Attachment “A” has been completed using the following data:

- 25 election officials picked up ballots and election supplies from the county board and delivered them to the polls on election day, traveling a total of 925 miles
- two (2) election officials per each of the 25 polling sites delivered the ballots, election materials, and returns to the county board upon the closing of the polls, traveling a total of 750 miles

PROVIDE A COMPLETE LIST OF ELECTION OFFICIALS AND PART-TIME HELP MILEAGE BY POLLING SITE BY COMPLETING ATTACHMENT “A.” Show any explanations, if applicable, on this page. Carry only the totals from Attachment “A” forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

**RETURN THIS PAGE ALONG WITH ATTACHMENT “A” AND
THE “ACTUAL EXPENSES” FORM (pages 23 - 28)**

ELECTION COMMISSIONERS PAY

Pursuant to Arkansas Code Annotated § 7-4-111, county election commissioners will be paid up to a maximum of \$50 per public meeting when official business is conducted.

Public meetings as defined under the Arkansas Freedom of Information Act include:

- drawing of ballot position,
- certification of ballots,
- selection or alteration of location or boundaries of precincts or polling sites,
- designation of election officials,
- correction of errors or omissions of ballots,
- canvassing and certification of election results,
- canvassing and certification of election results due to a recount petition, and
- election day

County boards of election commissioners should report only the number of public meetings attended up to a maximum of ten (10) public meetings per state-funded election. County election commissioners will not be paid for election related duties other than those conducted in a public meeting of the county board as defined above. The county board shall not receive compensation until election results have been certified and delivered to the Secretary of State. [§ 7-5-701(c)(1)(B)]

Calculating Election Commissioners Pay

Include:

- public meetings as defined under the Arkansas Freedom of Information Act up to a maximum of ten (10) public meetings per state-funded election

Do not include:

- pay for election related duties conducted outside of public meetings

For illustration purposes:

- Commissioner “A” attended only four (4) public meetings
- Commissioner “B” attended the same four (4) public meetings, plus three (3) additional public meetings
- Commissioner “C” attended all seven (7) public meetings and worked on election day

[(Commissioner “A” # of public meetings) x \$50], plus
[(Commissioner “B” # of public meetings) x \$50], plus
[(Commissioner “C” # of public meetings) x \$50]

Commissioner “A”: 4 x \$50.00 = \$200.00

Commissioner “B”: 7 x \$50.00 = 350.00

Commissioner “C”: 8 x \$50.00 = 400.00
\$950.00

SHOW ALL CALCULATIONS AND EXPLANATIONS, IF APPLICABLE, ON THIS PAGE; carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

**RETURN THIS PAGE ALONG WITH ATTACHMENT “A” AND
THE “ACTUAL EXPENSES” FORM (pages 23 - 28)**

POLLING PLACE SUPPLY COSTS

The State Board of Election Commissioners will pay supply costs directly related to the cost of conducting a state-funded election, including items such as ballot boxes, stub end boxes, ballot marking instruments, and specific postage expenses. A more comprehensive list is provided below.

The State Board of Election Commissioners will not pay for administrative expenses associated with conducting a state-funded election, including non-expendable office equipment and supplies such as electric pencil sharpeners, thermal binding machines, pagers, and expensive metal signage, nor for expendable supplies such as copier toner, printer toner cartridges, printer ribbons, diskettes, and binders. The State Board will not pay for the cost of binding voter books, for phone lines and services or internet services, for portable toilet rental, for capital or leasehold improvements to polling sites, for return postage, or for food. A more comprehensive list is provided below.

Calculating Polling Place Supply Costs

Include:

- pens, pencils, and pads
- tape
- magnifying sheet/glass
- spools of string (for marking electioneering areas)
- permanent ink pens for counties using paper ballots counted by hand
- marking instruments recommended by the manufacturer of the optical scanner
- envelopes, including spoiled ballot envelopes, provisional ballot envelopes, provisional voter envelopes, certificates envelopes, absentee ballot envelopes
- ballot boxes
- numbered ballot box seals
- stub boxes
- election kits/packets
- paper for oath of election officials, precinct voter registration lists, list of voters forms, assisted voters listing, list of provisional voters forms, spoiled ballot affidavits, change in polling site authorization forms, challenged ballot forms, voter complaint forms, ballot accounting forms, election officials checklists, tally sheets, blank forms of certificates, instructions to voters, notices on electioneering, sample ballots, sample vote cards, sample candidate and issue labels
- printer packs used in lever machines
- postage for the mailing of absentee application requests, absentee ballots, and official notice to election officials

Do not include:

- voting booths
- office equipment such as electric pencil sharpeners and thermal binding machines
- nonexpendable supplies such as pagers, outlet strips, extension cords, adapters, phone cords,

- and expensive metal signage
- expendable supplies such as copier toner, printer toner cartridges, printer ribbons, diskettes, hanging file folders, manila file folders, binders, “I Voted” stickers, and flags
- cost for binding voter books, including CoverOne Covers, Thermabind Covers, and Image Covers
- election official training material reproduction
- phone lines/services or internet services
- portable toilet rental
- capital or leasehold improvements to polling sites, including ramps, door levers, lumber, and ADA signage
- return postage or any other postage except as covered above
- food

For illustration purposes, the following supplies were used:

Ballot boxes	35 x \$3.90 =	\$136.50
Stub end boxes	25 x \$2.50 =	62.50
Numbered seals	70 x \$.25 =	17.50
Vendor election packets	25 x \$8.95 =	223.75
Absentee envelopes	237 x \$.06 =	14.22
Absentee postage	79 x \$.60 =	47.40
Paper (1 case @ \$28.00 per case)	=	28.00
		<u>\$529.87</u>

PROVIDE ACTUAL INVOICES, RECEIPTS, OR DOCUMENTATION FOR ALL ITEMS FOR WHICH REQUESTING REIMBURSEMENT, INCLUDING A LIST OF ABSENTEE APPLICATIONS, ABSENTEE BALLOT REQUESTS, AND LIST OF ELECTION OFFICIALS FOR POSTAGE REIMBURSEMENT.

If requesting reimbursement of supply costs relating to the state-funded election from supplies previously purchased in bulk, be very specific as to the nature of the supplies, the quantity relating to the state-funded election only, and the cost per unit. If currently ordering in bulk, pro-rate only the amount applicable to the state-funded election for which seeking reimbursement.

SHOW ALL CALCULATIONS AND EXPLANATIONS, IF APPLICABLE, ON THIS PAGE. Carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

RETURN THIS PAGE ALONG WITH ATTACHMENT “A” AND THE “ACTUAL EXPENSES” FORM (pages 23 - 28)

SET UP/PROGRAMMING COSTS

Pursuant to Arkansas Code Annotated §§ 7-5-507, 7-5-508, 7-5-515, and 7-5-611, the State Board of Election Commissioners will pay for set up and programming of voting machines, including labor for preparation of machines, labor for testing of automatic tabulating equipment, assistance in operating voting machines, labor for transportation of machines to and from polling sites, truck rental when applicable and necessary, and mileage for delivery of voting machines to precincts.

The State Board of Election Commissioners will not reimburse for costs associated with the purchase of new or used voting systems or for leasing, rental, maintenance, or depreciation of voting systems.

Calculating Set Up/Programming Costs

Include:

- labor for preparation of voting machines [§§ 7-5-508(b); 7-5-515(b); 7-5-611(a)]
- labor for testing of automatic tabulating equipment [§ 7-5-611(c)(1)]
- assistance in operating voting machines [§ 7-5-507(c)]
- labor for transportation of voting machines and precinct tabulation equipment to and from polling sites [§ 7-5-508(b)]
- truck rental, if applicable and necessary, for transportation of voting machines and precinct tabulation equipment to and from polling sites [§ 7-5-508(b)]
- mileage for transportation of voting machines and precinct tabulation equipment to and from polling sites [§ 7-5-508(b)]

Do not include:

- voting system purchases (new or used)
- voting system leasing
- voting system rental
- voting system maintenance, including parts
- voting system depreciation

For illustration purposes, Anywhere County was billed \$1,200.00 by the out-of-state manufacturer to program the county's one (1) automatic tabulator used on election night at a centralized tabulation location.

SEE ILLUSTRATION

PROVIDE ACTUAL INVOICES, RECEIPTS, OR DOCUMENTATION, INCLUDING A LIST OF WORKERS, IF APPLICABLE, AND INDICATE THE NATURE OF THE REIMBURSEMENT (I.E., LABOR FOR PREPARATION OF MACHINES) AND THE METHOD OF REIMBURSEMENT (I.E., BY THE MACHINE, BY THE HOUR, BY THE DAY, ETC.) Show all calculations and explanation, if applicable, on this page; carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

**RETURN THIS PAGE ALONG WITH ATTACHMENT “A” AND
THE “ACTUAL EXPENSES” FORM (pages 23 - 28)**

BALLOT PRINTING COSTS

Pursuant to Arkansas Code Annotated § 7-5-210, for counties not using voting machines, the county board of election commissioners will provide for each election precinct, and for each ward of a city or incorporated town in its county, a number of ballots equivalent to one and one half (1.5) times the number of electors voting therein at the last-preceding comparable election, up to a maximum of one hundred five percent (105%) of the total number of registered voters for the respective precinct or ward.

The State Board of Election Commissioners will reimburse for the cost of ballot stock and printing of ballots up to the maximum allowed by law.

When paper ballots are used in conjunction with the use of voting machines, the State Board of Election Commissioners will reimburse ballot printing costs up to a maximum of ten percent (10%) of the registered voters.

The State Board of Election Commissioners will reimburse ballot printing costs for the printing of "judicial only" ballots for the nonpartisan judicial general election, up to a maximum of twenty percent (20%) of the registered voters.

The county will be financially responsible for any overages. All exceptions must be by prior written request to the State Board of Election Commissioners with prior written approval by the State Board.

The State Board of Election Commissioners will not reimburse for the cost of printing reruns due to county or vendor error.

Calculating Ballot Printing Costs

Include:

- ballot stock (for the number of ballots printed only; prorate the quantity if necessary)
- ballot printing costs
 - 1) for counties not using voting machines, ballot printing cost will be reimbursed at one and one half (1.5) times the number of electors voting at the last-preceding comparable election up to a maximum of 105% of the total number of registered voters
 - 2) for counties using paper ballots in conjunction with the use of voting machines, ballot printing cost will be reimbursed up to a maximum of 10% of the registered voters
 - 3) for nonpartisan judicial general elections, ballot printing costs for the printing of "judicial only" ballots will be reimbursed up to a maximum of 20% of the registered voters
- vote cards
- ballot labels (voting machines)
- candidate and issue labels

Do not include:

- costs of printing reruns due to county or vendor error

For illustration purposes:

- Anywhere County used paper ballots with centralized automatic tabulation equipment
- Anywhere County ordered ballot stock and had its ballots printed by the out-of-state manufacturer of its automatic tabulation equipment
- Anywhere County has a total of 12,549 registered voters
- 3,137 electors voted at the Presidential Preferential Primary Election of 2000
- the county board of election commissioners determined the need to order a minimum 4,706 ballots ($3,137 \times 1.5$)
- the county board determined the need to order a maximum 13,176 ballots ($12,549 \times 1.05$)
- the county board ordered 8,900 ballots
- the manufacturer charged \$.09 each for the ballot stock, plus \$2,225.00 for printing

Ballot stock $8,900 \times .09 = \$$ 801.00
Printing $=$ 2,225.00
 \$3,026.00

PROVIDE ACTUAL INVOICES, RECEIPTS, OR DOCUMENTATION FOR ALL ITEMS FOR WHICH REQUESTING REIMBURSEMENT. Show all calculations and explanations, if applicable, on this page; carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

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THE “ACTUAL EXPENSES” FORM (pages 23 - 28)**

LEGAL ADVERTISING COSTS

Pursuant to Arkansas Code Annotated §§ 7-4-107, 7-5-202 and 7-5-611, the State Board of Election Commissioners will reimburse for the cost of advertising the notice of the election, the lists of appointed election officials, and the testing of automatic tabulating equipment.

The State Board of Election Commissioners will not reimburse for advertising for the purpose of notifying candidates of preparation of machines, advertising for election officials training, advertising in excess of that required by law, re-advertising due to county error, or for any costs related to radio or television broadcasting or colored advertising.

Calculating Legal Advertising Costs

Include:

- one (1) publication of the list of appointed election officials [§ 7-4-107(b)(2)]
- two (2) publications in a newspaper of general circulation in the county of the date of the election, the hours of voting on election day, polling sites for holding the elections, and the candidates and offices to be elected [§ 7-5-202(a) and (b)]
- one (1) publication of the additional hours for early voting with the location of additional early voting polling sites in a newspaper of general circulation [§ 7-5-418(b)(1)(C), (b)(5)]
- one (1) publication of the time and place of testing of automatic tabulating equipment in one (1) or more daily or weekly newspapers published in the town, city, or county using the equipment [§ 7-5-611(c)(2)]

Do not include:

- advertising for the purpose of notifying candidates of preparation of machines [§ 7-5-516]
- advertising for election officials training
- advertising in excess of that required by law as defined above
- re-advertising due to county error
- costs related to radio or television broadcasting
- costs related to colored advertising

For illustration purposes, the county board of election commissioners spent \$300.00 to run all legally required advertisements.

PROVIDE ACTUAL INVOICES OR RECEIPTS OF ALL ITEMS FOR WHICH REQUESTING REIMBURSEMENT. Show all calculations and explanation, if applicable, on this page; carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

**RETURN THIS PAGE ALONG WITH ATTACHMENT “A” AND
THE “ACTUAL EXPENSES” FORM (pages 23 - 28)**

CLEANING EXPENSES

The State Board of Election Commissioners will reimburse facilities used as polling sites a cleaning expense fee to offset the cost of using the facility.

The State Board of Election Commissioners will not reimburse individuals for cleaning a facility used as a polling site.

Calculating Cleaning Expenses

Include:

- only payments to facilities used as polling sites to offset the cost of using the facility

Do not include:

- payments to individuals for cleaning a facility used as a polling site

For illustration purposes, reimbursement arrangements were made between the county board of election commissioners and each of the 25 polling locations.

Cleaning Expenses $25 \times \$20.00 = \500.00

SHOW ALL CALCULATIONS AND EXPLANATIONS, IF APPLICABLE, ON THIS PAGE; carry only the totals forward to the “Actual Expenses” form. Undocumented expenses will be disallowed.

**RETURN THIS PAGE ALONG WITH ATTACHMENT “A” AND
THE “ACTUAL EXPENSES” FORM (pages 23 - 28)**

ATTACHMENT "A"

POLLING SITE/PRECINCT ELECTION OFFICIALS NAMES	ELECTION OFFICIALS PAY \$75 Full Day \$37.50 Half Day	PART-TIME HELP*			MILEAGE**		
		HOURS	RATE \$5.15	WAGES	#	RATE \$.31	WAGES
Abbott Catholic Church (Precinct 101A)							
Apple, Penelope	75.00	1	5.15	5.15			
Bear, Marilyn	75.00	1	5.15	5.15	37	0.31	11.47
Coates, Luke	75.00	1	5.15	5.15	30	0.31	9.30
Dailey, Joye	75.00						
Banks Assembly of God Church (Precinct 201A)							
Evers, Henry	75.00						
Farris, Gloria	75.00						
Gaines, Faith	75.00	2	5.15	10.30	67	0.31	20.77
Harris, Edna	75.00	1	5.15	5.15			
Inmon, Danny	75.00						
Cabot Community Center (Precinct 301A)							
Johnson, Cory	75.00						
Jones, Barry	75.00						
Kent, Angela	75.00	3	5.15	15.45	97	0.31	30.07
Lawrence, Walker	75.00	1	5.15	5.15			
Moore, Unity	75.00						
Nathan, Tucker	75.00						
Dallas Baptist Church (Precinct 401A)							
Orr, Sandy	75.00						
Pope, Rachael	75.00	1	5.15	5.15			
Rye, Pricella	75.00						
Smith, Orville	75.00						
Turner, Nathaniel	75.00	1	5.15	5.15	37	0.31	11.47
Egypt Middle School (Precinct 501A & 601A)							
Usury, Marty	75.00						
Van Diver, Lorna	75.00		5.15	5.15	3	0.31	4.65
Williams, Katherine	75.00		5.15	5.15	30	0.31	16.12
Yancey, Jarrett	75.00						
Zona, Lashae	75.00						
Anthony, He	75.00						
Fargo High (Precinct 701A)							
Bailey, Leah	75.00						
Carter, Franklin	75.00	2	5.15	10.30	47	0.31	14.57
Daughtery, Ellison	75.00						
Ellis, David	75.00	1	5.15	5.15			
Gepp Housing Authority (Precinct 801A)							
Flannigan, Charlie	75.00						
Grosse, Bart	75.00						
Harrison, Alice	75.00						
Ingle, Walter	75.00	2	5.15	10.30	57	0.31	17.67
Jarrett, Viola	75.00	1	5.15	5.15	30	0.31	9.30
Humphrie High (Precinct 901A)							
Kilgore, Unnis	75.00	1	5.15	5.15	32	0.31	9.92
Landow, Thomas	75.00						
Milligan, Storm	75.00	1	5.15	5.15			
Norman, Raymond	75.00						
Oliver, Pam	75.00						
Presley, Opal	75.00						
Ink Episcopal Church (Precinct 201B)							
Razor, Nann	75.00						
Stone, Mattie	75.00	1	5.15	5.15	35	0.31	10.85
Trump, Lucy	75.00	1	5.15	5.15			
Ulsor, Karman	75.00						
Vinner, Jane	75.00	2	5.15	10.30	67	0.31	20.77

POLLING SITE/PRECINCT ELECTION OFFICIALS NAMES	ELECTION OFFICIALS PAY \$75 Full Day \$37.50 Half Day	PART-TIME HELP*			MILEAGE**		
		HOURS	RATE \$5.15	WAGES	#	RATE \$.31	WAGES
Jennie Lutheran Church (Precinct 202B)							
Wilhite, Inna	75.00	1	5.15	5.15	28	0.31	8.68
York, Harrison	75.00	1	5.15	5.15	39	0.31	12.09
Zorro, Gail	75.00	1	5.15	5.15			
Austin, Francis	75.00						
Bradley, Eloise	75.00						
Choates, Daryl	75.00						
Keo Methodist Church (Precinct 203B)							
Danger, Carrie	75.00	1	5.15	5.15			
Elkins, Barry	75.00	2	5.15	10.30	67	0.31	20.77
Farth, Abigail	75.00						
Garrett, William	75.00						
Hammons, Vincent	75.00						
Lacey Pentecostal Church (Precinct 204B)							
Jones, Tucker	75.00						
Killian, Susie	75.00						
Lowe, Rhonda	75.00	2	5.15	10.30	46	0.31	14.26
Monroe, Peter	75.00	1	5.15	5.15			
Marie Presbyterian Church (Precinct 205B)							
Norris, Marty	75.00	2	5.15	10.30	67	0.31	20.77
Overton, Lonnie	75.00						
Phillips, Kent	75.00	1	5.15	5.15	21	0.31	6.51
Rison, Josalyn	75.00						
Storms, Harmony	37.50						
Turner, Tommy	37.50						
Norman Elementary (Precinct 206B & 207B)							
Tolliver, George	75.00						
Van Loggin, Frannie	75.00	1	5.15	5.15			
Wright, Elaine	75.00						
Zero, Darrell	75.00	1	5.15	5.15	37	0.31	11.47
Angel, Connie	75.00						
Brown, Fred	75.00						
Oxford Fire Department (Precinct 208B)							
Coates, Allison	75.00	1	5.15	5.15	30	0.31	9.30
Danforth, Williard	75.00						
Elphont, Velma	75.00	2	5.15	10.30	67	0.31	20.77
Frite, Unice	75.00	1	5.15	5.15			
Gammet, Tucker	75.00						
Proctor Community Center (Precinct 209B)							
Harmony, Stanley	75.00	2	5.15	10.30	44	0.31	13.64
Irke, Ronnie	75.00						
Joyce, Palmer	75.00						
Killmore, Oprah	75.00	1	5.15	5.15	23	0.31	7.13
Landowell, Nate	75.00						
Rye City Hall (Precinct 301C)							
Morris, Mattie	75.00						
Norton, Lucy	75.00	2	5.15	10.30	67	0.31	20.77
Overstreet, Karmon	75.00						
Palmer, Joyce	75.00	1	5.15	5.15	30	0.31	9.30
Quacker, Inna	75.00						
Scotland Convention Center (Precinct 302C)							
Rainer, Harry	75.00	1	5.15	5.15	25	0.31	7.75
Stamps, Gladys	75.00	1	5.15	5.15			
Tramp, Frank	75.00	1	5.15	5.15	12	0.31	3.72
Ukno, Edna	75.00						

POLLING SITE/PRECINCT ELECTION OFFICIALS NAMES	ELECTION OFFICIALS PAY \$75 Full Day \$37.50 Half Day	PART-TIME HELP*			MILEAGE**		
		HOURS	RATE \$5.15	WAGES	#	RATE \$.31	WAGES
Twist Fire Department (Precinct 303C)							
Villian, Darrell	75.00						
Whitehead, Carmon	75.00	2	5.15	10.30	63	0.31	19.53
Xanier, Burt	75.00	1	5.15	5.15			
Yates, Alma	75.00	1	5.15	5.15	34	0.31	10.54
Archer, Paul	75.00						
Banks, Yolanda	75.00						
Ulm Library (Precinct 304C)							
Coleman, Xavier	75.00	1	5.15	5.15	37	0.31	11.47
Derrick, William	75.00	1	5.15	5.15			
Everton, Vivian	75.00						
Flighte, Tony	75.00						
Gardner, Steve	75.00						
Vail Recreation Center (Precinct 305C)							
Harrington, Ray	75.00	2	5.15	10.30	67	0.31	20.77
Jobs, Paige	75.00	1	5.15	5.15			
Kolemann, Oliver	75.00						
Lotto, Norman	75.00						
Martin, Mike	75.00						
Noe, Lawrence	75.00						
Welsh Athletic Club (Precinct 306C)							
Ozone, Kathy	75.00	1	5.15	5.15	90	0.31	27.90
Pauley, Jenny	75.00						
Quinn, Helen	75.00						
Reaser, Grace	75.00						
Stonier, Ruth	75.00						
Yellow School for the Blind (Precinct 307C)							
Topper, Elmer	75.00	1	5.15	5.15			
Ulser, David	75.00	1	5.15	5.15	44	0.31	13.64
Van Patten, Cathy	75.00						
Wallace, Bonnie	75.00						
Yoney, Abby	75.00						
Alexander, Barry	75.00						
Zion School for the Deaf (Precinct 308C)							
Batiste, Wallace	75.00						
Clayton, Vince	75.00	2	5.15	10.30	50	0.31	15.50
Dowfill, Tom	75.00	1	5.15	5.15	17	0.31	5.27
Fright, Sam	75.00						
Ups City Hall (Precinct 309C)							
Gramps, Ruth	75.00	1	5.15	5.15			
Hunter, Paulette	75.00	2	5.15	10.30	67	0.31	20.77
Jordon, Olivia	75.00						
Karmike, Nancy	75.00						
Lemon, Martin	75.00						
TOTALS	9,600.00				1,675		519.25

EXTRA DEPUTY		PART-TIME HELP*			MILEAGE**		
		HOURS	RATE	WAGES	#	RATE	WAGES
		160	5.15	824.00			

PROCESSING ABSENTEE BALLOTS

Apple, Joe		8	5.15	41.20			
Brown, Larry		8	5.15	41.20			
Phillips, Sue		8	5.15	41.20			
White, Matthew		8	5.15	41.20			
Yell, Stephanie		8	5.15	41.20			
Zeno, Zack		8	5.15	41.20			
Total		48		247.20			

CENTRALIZED VOTE TABULATION

Cook, Kevin		5	5.15	25.75			
Ellis, Sharon		5	5.15	25.75			
Martin, Lewis		5	5.15	25.75			
Rice, Betty		5	5.15	25.75			
Smith, John		5	5.15	25.75			
Thomas, Kathy		5	5.15	25.75			
Total		30		154.50			

TOTALS		313		1,611.95			
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Off-Site Early Voting		HOURS	RATE	WAGES	#	RATE	WAGES
Mammoth Tennis Center							
Apple, Penelope	(See Precinct 101A)	70	5.15	360.50			
Bear, Marilyn	(See Precinct 101A)	70	5.15	360.50			
Coates, Luke	(See Precinct 101A)	70	5.15	360.50			
Duke, Danny		70	5.15	360.50			
Northeast Recreation Center							
Bailey, Graham	(See Precinct 701A)	70	5.15	360.50			
Carter, Brandon	(See Precinct 701A)	70	5.15	360.50			
Daugerty, Elison		70	5.15	360.50			
Elmore, Samantha		70	5.15	360.50			
Larkin, Libby							
Jones, Tucker		70	5.15	360.50			
Killian, Susie		70	5.15	360.50			
Lowe, Rhonda	(See Precinct 204B)	70	5.15	360.50			
Murphy, Martin		70	5.15	360.50			
Landowe Community Center							
Rainer, Harry	(See Precinct 302C)	70	5.15	360.50			
Stamps, Gladys	(See Precinct 302C)	70	5.15	360.50			
Tramp, Frank	(See Precinct 302C)	70	5.15	360.50			
Ukno, Edna		70	5.15	360.50			
Stanton Senior Citizen Center							
Batiste, Wallace		70	5.15	360.50			
Clayton, Vince	(See Precinct 308C0	70	5.15	360.50			
Dowfill, Tom	(See Precinct 308C0	70	5.15	360.50			
Fright, Sam		70	5.15	360.50			
TOTALS		1,400		7,210.00			

*FOR: Delivery of ballots/election supplies

Return of ballots, election materials, and returns to the county election commission

Extra Deputy

Processing absentee ballots

Centralized vote tabulation

**FOR: Delivery of ballots/election supplies

Return of ballots, election materials, and returns to the county election commission

ACTUAL EXPENSES

June 8, 2004 PRIMARY RUNOFF ELECTION

RETURN BY July 9, 2004 TO:

STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 122
Little Rock, AR 72201

COUNTY Anywhere County
TOTAL NUMBER OF REGISTERED VOTERS 12,549
TOTAL NUMBER OF PRECINCTS 27
TOTAL NUMBER OF POLLING SITES (do not include absentee and early voting) 25
TOTAL NUMBER OF ELECTION OFFICIALS (do not include absentee and early voting) 128
AVERAGE NUMBER OF ELECTION OFFICIALS/POLLING SITE 5.12
TOTAL NUMBER OF PART-TIME HELP 15
VOTING EQUIPMENT (type of equipment used and number of machines used) paper ballots w/1 centralized optical scanner.

ELECTION OFFICIALS PAY

Polling Sites on Election Day 9,600.00
Off-Site Early Voting Polling Sites 7,210.00
Training N/A

PART-TIME HELP PAY 1,611.95

MILEAGE EXPENSES 519.25

ELECTION COMMISSIONERS PAY 950.00

POLLING PLACE SUPPLY COSTS 529.87

SET UP/PROGRAMMING COSTS 1,200.00

BALLOT PRINTING COSTS 3,026.00

LEGAL ADVERTISING COSTS 300.00

CLEANING EXPENSES 500.00

GRAND TOTAL 25,447.07

I verify that these actual expenses truthfully reflect expenses as approved by the county election commission for the above referenced election and that all figures are accurate and appropriate to the best of my knowledge.

Sign _____ County Election Commission Chair

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Name/Phone Number of Person Completing This Worksheet: _____

ALL THREE ELECTION COMMISSIONERS MUST SIGN

ATTACHMENT “A”

POLLING SITE/PRECINCT ELECTION OFFICIALS NAMES	ELECTION OFFICIALS PAY \$75 Full Day \$37.50 Half Day	PART-TIME HELP*			MILEAGE**		
		HOURS	RATE \$5.15	WAGES	#	RATE \$.31	WAGES

[illegible]

EXTRA DEPUTY

Total							

Total							

[illegible][illegible]

Return of ballots, election materials, and returns to the county election commission

ELECTION OFFICIALS' TRAINING ATTENDANCE FORM – 2004

(This form MUST be distributed to all election day and off-site early voting polling sites for the preferential primary for trained election officials to complete.)

NAME OF ELECTION: _____ DATE OF ELECTION: _____ COUNTY: _____

POLLING SITE: _____ PRECINCT NAME/NUMBER: _____

I swear/affirm that I attended election officials' training conducted by a trainer certified by the State Board of Election Commissioners on the date indicated and that I have performed the duties of an election official by working the polls or an off-site early voting site for the preferential primary according to the law and to the best of my abilities.

ELECTION OFFICIAL:

NAME (Please print clearly)

ADDRESS

SIGNATURE

DATE/LOCATION OF TRAINING

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I swear/affirm that the above named election officials attended training conducted by a trainer certified by the State Board of Election Commissioners on the date indicated. I further affirm that the election officials training was conducted using only materials provided by the State Board or in conjunction with county materials whose use was previously requested in writing to the State Board and approved in writing by the State Board.

COUNTY BOARD OF ELECTION COMMISSIONERS:

NAME (Please print clearly)

SIGNATURE

_____	_____
_____	_____
_____	_____

NAME OF CERTIFIED TRAINER:

RETURN THIS FORM TO:
STATE BOARD OF ELECTION COMMISSIONERS
501 WOODLANE, SUITE 122
LITTLE ROCK, AR 72201
(501) 682-1834 or (800) 411-6996

ACTUAL EXPENSES

June 8, 2004 PRIMARY RUNOFF ELECTION

RETURN BY July 9, 2004 TO:

STATE BOARD OF ELECTION COMMISSIONERS

501 Woodlane, Suite 122

Little Rock, AR 72201

COUNTY _____
TOTAL NUMBER OF REGISTERED VOTERS _____
TOTAL NUMBER OF PRECINCTS _____
TOTAL NUMBER OF POLLING SITES (do not include absentee and early voting) _____
TOTAL NUMBER OF ELECTION OFFICIALS (do not include absentee and early voting) _____
AVERAGE NUMBER OF ELECTION OFFICIALS/POLLING SITE _____
TOTAL NUMBER OF PART-TIME HELP _____
VOTING EQUIPMENT (type of equipment used and number of machines used) _____

ELECTION OFFICIALS PAY

Polling Sites on Election Day _____
Off-Site Early Voting Polling Sites _____
Training N/A

PART-TIME HELP PAY _____

MILEAGE EXPENSES _____

ELECTION COMMISSIONERS PAY _____

POLLING PLACE SUPPLY COSTS _____

SET UP/PROGRAMMING COSTS _____

BALLOT PRINTING COSTS _____

LEGAL ADVERTISING COSTS _____

CLEANING EXPENSES _____

GRAND TOTAL _____

I verify that these actual expenses truthfully reflect expenses as approved by the county board of election commissioners for the above referenced election and that all figures are accurate and appropriate to the best of my knowledge.

Sign _____ County Election Commission Chair

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Sign _____ County Election Commissioner

Print Name: _____

Name/Phone Number of Person Completing This Worksheet: _____

ALL THREE ELECTION COMMISSIONERS MUST SIGN

**GUIDELINES FOR SUBMITTING REIMBURSEMENT REQUESTS
FOR
CERTIFIED ELECTION OFFICIAL TRAINERS PAY
TO THE
STATE BOARD OF ELECTION COMMISSIONERS
(2003)**



**STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 122
Little Rock, Arkansas 72201
(501) 682-1834
(800) 411-6996
www.state.ar.us/sbec**

OVERVIEW

The county board of election commissioners for each county shall designate two (2) qualified electors of the county to attend training conducted by the State Board of Election Commissioners for the purpose of being certified by the State Board as election official trainers for that county.

Pursuant to Arkansas Code Annotated § 7-4-109, the county board of election commissioners for each county shall designate a minimum of two (2) election officials per polling site to attend election official training conducted by certified trainers and coordinated by the State Board.

Election official training shall be conducted by Board-certified trainers only using materials provided by the State Board of Election Commissioners. Any exception must be by prior written request to the State Board with prior written approval by the State Board.

Compensation for Board-certified election official trainers will be paid directly to the counties by the State Board of Election Commissioners, and only to those counties submitting reimbursement requests on forms approved and provided by the State Board to the counties for that purpose.

Failure to comply with the rules and guidelines developed by the State Board of Election Commissioners for the administration of election officials' training could result in withholding of reimbursement of funds to the counties until all requirements are met to the satisfaction of the State Board.

CERTIFIED ELECTION OFFICIAL TRAINERS PAY

Attending Training Conducted by the State Board

The State Board of Election Commissioners will reimburse counties at a flat rate of \$50 each for a maximum of two (2) trainees designated by the county board of election commissioners to attend training conducted by the State Board for the purpose of becoming certified election official trainers within the county, upon completion of the training and certification by the State Board.

The State Board of Election Commissioners will reimburse counties for mileage expenses at the rate established for state employees by state travel regulations for a maximum of two (2) trainees designated by the county board of election commissioners to attend training conducted by the State Board for the purpose of becoming certified election official trainers within the county, upon completion of the training and certification by the State Board.

Conducting Training in the County

Compensation of Board-certified trainers for conducting election official training in their county prior to a preferential primary election will be paid directly to the county at the flat rate of \$30 per training session up to a maximum of two (2) sessions per county.

Calculating Certified Election Official Trainers Pay

Include only persons designated by the county board of election commissioners who have successfully completed training conducted by the State Board of Election Commissioners for the purpose of learning how to train election officials and who have been certified by the State Board as election official trainers.

PROVIDE DOCUMENTAION OF THE REIMBURSEMENT REQUEST FOR CERTIFIED ELECTION OFFICIAL TRAINERS PAY BY COMPLETING ATTACHMENT “B.” Show any explanations, if applicable, on this page.

**CERTIFIED ELECTION OFFICIAL TRAINERS
REIMBURSEMENT REQUEST
FORM**

COUNTY: _____

NAMES OF CERTIFIED ELECTION OFFICIAL TRAINERS	DATE OF CERTIFICATION*	COMPENSATION FOR ATTENDING TRAINING CONDUCTED BY THE STATE BOARD OF ELECTION COMMISSIONERS IN LITTLE ROCK				COMPENSATION FOR CONDUCTING ELECTION OFFICIALS TRAINING IN THE COUNTY			TOTAL COMPENSATION DUE
		Flat Rate of \$50.00	MILEAGE			# of Sessions Conducted**	Flat Rate of \$30.00	Due	
			# of Miles (Roundtrip)	Rate \$0.31	Mileage Due				
Trainer 1:		\$50.00		\$0.31		\$30.00			
Trainer 2:		\$50.00		\$0.31		\$30.00			

* Date on the Certificate Issued by the State Board of Election Commissioners

** Maximum of two (2) election official training sessions per county

**RULES
FOR
REIMBURSEMENT OF EXPENSES
FOR
STATE-FUNDED ELECTIONS**
(Effective February 6, 2004)



STATE BOARD OF ELECTION COMMISSIONERS
501 Woodlane, Suite 122
Little Rock, Arkansas 72201
(501) 682-1834
(800) 411-6996
www.state.ar.us/sbec

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Scope of Rules

These rules set forth general procedures for reimbursing counties for election expenses related to state-funded elections. These rules are in addition to and not a substitute for the laws of the State of Arkansas.

§ 500 Definitions

- (a) Automatic Tabulating Equipment - apparatus necessary to automatically examine and count votes as designated on vote cards, and data processing machines which can be used for counting votes and tabulating results.
- (b) Ballot Label - the portion of cardboard, paper, or other material placed on the front of the machine containing the names of the candidates, a statement of a proposed constitutional amendment, or other question or proposition to be voted on.
- (c) Candidate and Issue Labels - the cards, paper, booklet, pages, or other material containing the names of offices and candidates, and statements of measures to be voted on.
- (d) Canvassing - examining and counting the returns of votes cast at a public election to determine authenticity.
- (e) Constitutional Officers of this State - the offices of the Governor, Lieutenant Governor, Secretary of State, Attorney General, Auditor of State, Treasurer of State, and Commissioner of State Lands.
- (f) County Board of Election Commissioners - the three-member board in each of the 75 counties in this State responsible for conducting elections within its respective county and comprised of the county chair of the county committee of the majority party, the county chair of the county committee of the minority party, and a third member appointed by the State Board of Election Commissioners from a certified list of five nominees submitted by the county committee of the majority party.
- (g) Election Expenses - costs incurred by a county for conducting a state-funded election including election officials pay, part-time help pay, mileage expenses, election commissioners pay, polling place supply costs, set up and programming costs, ballot printing costs, legal advertising costs, cleaning expenses, and certified trainer pay as specified in the reimbursement rules and guidelines established by the State Board of Election Commissioners.
- (h) Election Official - a person who is a member of the county board of election commissioners or a person who is a poll worker, having been designated by a county board of election commissioners to be an election clerk, election judge, or election sheriff.

- (i) Majority Party - the political party in the State of Arkansas whose candidates were elected to a majority of the constitutional offices of the state in the last-preceding general election.
- (j) Minority Party - the political party whose candidates were elected to less than a majority of the constitutional offices of this state in the last-preceding general election or the political party which polled the second-greatest number of votes for the office of Governor in the last-preceding general election, if all of the elected constitutional officers of this state are from a single political party.
- (k) Nonpartisan Judicial General Election - the regular biennial election for election of Justice of the Supreme Court, Judge of the Court of Appeals, circuit judge, and district judge.
- (l) Off-site Early Voting - additional early voting polling sites outside the county clerk's office.
- (m) Political Party - any group of votes which at the last-preceding general election polled for its candidate for Governor in the state or nominees for presidential electors at least three (3%) of the entire vote cast for the office.
- (n) Polling Site - a location selected by the county board of election commissioners where votes are cast.
- (o) Primary Election - any election held by a political party in the manner provided by law for the purpose of selecting nominees of the political party for certification as candidates for election at any general or special election in this state.
- (p) Public meeting - any gathering consistent with the definition established under the Arkansas Freedom of Information Act.
- (q) State-funded elections - preferential primary elections, general primary elections, special primary elections, nonpartisan judicial general elections, and statewide special elections.
- (r) Vote card - a card upon which the voter casts his or her votes by the process of punching.

§ 501 Funds

The State Board of Election Commissioners is statutorily charged with funding political party primary elections from funds appropriated to the State Board for election expenses to cover the expenses of the State Board and the county boards of election commissioners for conducting state-funded elections.¹

¹ A.C.A. § 7-7-201(a)

§ 502 Withholding of Funds

The State Board of Election Commissioners may withhold reimbursement of funds to the counties for state-funded elections for failure to comply with the rules developed by the State Board for the administration of primary elections or applicable state election laws until all requirements are met to the satisfaction of the State Board.²

Failure to comply with the rules and guidelines for reimbursement for state-funded elections established by the State Board, failure to file an “Affidavit of Compliance” with the State Board, or failure to deliver certified results of the election to the Secretary of State will result in withholding of reimbursement of funds to the county until all requirements are met to the satisfaction of the State Board.³

§ 503 System of Reimbursement

A. Estimated Budgeted Expenses

Prior to each state-funded election, the State Board of Election Commissioners furnishes each county board of election commissioners with worksheets for requesting reimbursement of estimated budgeted election expenses, accompanied by a comprehensive set of guidelines and instructions that are updated biennially following each legislative session.

Each county board must submit estimated budgeted expenses in accordance with the State Board’s rules and guidelines for requesting reimbursement of state-funded election expenses by the official date set by the State Board for receipt of the documentation.

Upon approval by the State Board of a county’s estimated budgeted expenses, the State Board will remit 50% of the approved budget request to the county treasurer of the respective county, who will disburse the funds allocated for election expenses and will establish a separate expense code to track and monitor payments made from this appropriation.

B. Actual Expenses

Following each state-funded election, the State Board of Election Commissioners furnishes each county board of election commissioners with worksheets for requesting reimbursement of actual election expenses, accompanied by a comprehensive set of guidelines and instructions that are updated biennially following each legislative session.

Each county board must submit actual invoices, receipts, and all other required documentation of actual election expenses in accordance with the State Board’s rules and guidelines for requesting reimbursement of state-funded election expenses by the official date set by the State Board for receipt of the documentation.

² A.C.A. §§ 7-7-201(b)(4)

³ A.C.A. §§ 7-4-107(e); 7-5-701(c)(1)(B)

Upon approval by the State Board, each county will receive the remaining balance due for actual election expenses.

C. Uniform and Consistent Distribution of Funds

This system of reimbursement has resulted in uniform and consistent distribution of funds from the State to the counties and has provided the State with the information needed for the development of databases of comparative election costs allowing the State to maintain a high level of fiscal accountability.⁴

§ 504 Allowable Expenses

A. Election Officials Pay

Election Officials pay includes payment for election officials working polling sites on election day, payment for election officials working off-site early voting polling sites, and payment to election officials for attending training.

Election officials working a full day at polling sites on election day in state-funded elections will be paid a flat rate of \$75.00. Election officials working a split shift (1/2 day) at polling sites on election day in state-funded elections will be paid a flat rate of \$37.50.⁵

Election officials working off-site early voting will be paid the prevailing federal minimum wage per hour for the number of hours worked in state-funded elections.⁶

Election officials who attended training conducted by a Board-certified trainer immediately prior to the preferential primary election in which they worked will also be paid a maximum one-time \$25 payment, regardless of whether working both off-site early voting polling sites and the polls on election day, for their time in having attended training. (Please refer to the “Rules for Election Officials Training,” effective November 7, 2003.)

The State Board of Election Commissioners will reimburse for a maximum of six (6) eligible election officials per polling site in order to assure against an excessive number of election officials per poll. For those counties that combine multiple polling sites within a single facility, i.e., an auditorium, etc., each separate location within the single facility where voters identify themselves to election officials for the purpose of casting a ballot would constitute a polling site.

⁴ A.C.A. § 7-4-101(f)(5)

⁵ A.C.A. § 7-4-112(a)

⁶ A.C.A. § 7-4-112(a)

B. Part-time Help Pay

Part-time help includes one extra deputy to the county clerk for the purpose of carrying out the requirements of absentee and early voting, personnel designated by the county board of election commissioners to deliver ballots and election supplies to each set of election officials in each precinct, election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls, election officials processing absentee ballots on election day, and election officials designated to tabulate the vote.

Part-time help will be paid the prevailing federal minimum wage per hour for the number of hours worked during state-funded elections. The extra deputy to the county clerk will be paid the prevailing federal minimum wage per hour for the number of hours worked per day for a period not to exceed twenty (20) days during state-funded elections.⁷

C. Mileage Expenses

For state-funded elections, the State Board of Election Commissioners will reimburse mileage expenses to personnel designated by the county board of election commissioners to deliver ballots and election supplies to each set of election officials in each precinct and election officials designated to return ballots, election materials, and returns to the county board following the closing of the polls at the rate prescribed for state employees in state travel regulations.⁸

D. Election Commissioners Pay

County election commissioners will be paid \$50 per public meeting when official business is conducted, up to a maximum of ten (10) public meetings per state-funded election.⁹ Public meetings as defined under the Arkansas Freedom of Information Act include drawing of ballot position, certification of ballots, selection or alteration of location or boundaries of precincts or polling sites, designation of election officials, correction of errors or omissions of ballots, canvassing and certification of election results, canvassing and certification of election results due to a recount petition, and election day.

E. Polling Place Supply Costs

The State Board of Election Commissioners will pay supply costs directly related to the cost of conducting a state-funded election, including items such as pens, pencils, pads, tape, magnifying sheets/glasses, spools of string for marking electioneering areas, ballot marking instruments, envelopes, ballot boxes, ballot box seals, stub boxes, election kits, paper, and postage for mailing absentee application requests and ballots and official notice to election officials.

⁷ A.C.A. §§ 7-4-112(a); 7-5-415

⁸ A.C.A. § 7-4-112(b)

⁹ A.C.A. § 7-4-111(b)

F. Set Up/Programming Costs

The State Board of Election Commissioners will pay for set up and programming of voting machines for state-funded elections, including labor for preparation of voting machines; labor for testing of automatic tabulating equipment; assistance in operating voting machines; labor, mileage and truck rental when applicable and necessary for transportation of voting machines and precinct tabulation equipment to and from polling sites.¹⁰

G. Ballot Printing Costs

For state-funded elections, the State Board of Election Commissioners will reimburse for the cost of ballot stock, vote cards, ballot labels for voting machines, candidate and issue labels, and printing of ballots up to the maximum allowed by law.

For counties not using voting machines, the State Board will reimburse for a number of ballots equivalent to one and one half (1.5) times the number of electors voting therein at the last-preceding comparable election, up to a maximum of one hundred five percent (105%) of the total number of registered voters.¹¹

When paper ballots are used in conjunction with the use of voting machines, the State Board will reimburse ballot printing costs up to a maximum of ten percent (10%) of the registered voters.

The State Board will reimburse ballot printing costs for the printing of "judicial only" ballots for the nonpartisan judicial general election, up to a maximum of twenty percent (20%) of the registered voters.

H. Legal Advertising Costs

The State Board of Election Commissioners will reimburse for the cost of one publication of the list of appointed election officials; two publications of the date of the election, the hours of voting on election day, polling sites for holding the elections, and the candidates and offices to be elected; one publication of the additional hours for early voting with the location of additional early voting polling sites in a newspaper of general circulation; and one publication of the time and place of testing of automatic tabulating equipment for state-funded elections.¹²

I. Cleaning Expenses

The State Board of Election Commissioners will reimburse a cleaning expense fee in the amount of \$20.00 to facilities used as polling sites in state-funded elections to offset the cost of using the facility.

¹⁰ A.C.A. §§ 7-5-507(c); 7-5-508(b); 7-5-515(b); 7-5-611(a), (c)(1)

¹¹ A.C.A. § 7-5-210(a)

¹² A.C.A. §§ 7-4-107(b)(2); 7-5-202(a), (b); 7-5-418(b)(1)(C), (b)(5); 7-5-611(c)(2)

J. Certified Election Official Trainers Pay

The State Board of Election Commissioners will reimburse the county for a maximum of two (2) trainees designated by the county boards of election commissioners to attend training conducted by the State Board for the purpose of becoming certified election official trainers at a flat rate of \$50, plus mileage reimbursement at the rate established for state employees by state travel regulations, upon completion of the training and certification by the State Board.

The State Board will reimburse the county for certified trainer compensation for conducting election official training in the county prior to a preferential primary election at the flat rate of \$30 per training session up to a maximum of two (2) sessions per county.

Please refer to the “Rules for Election Officials Training,” effective November 7, 2003.

§ 505 Unallowable and Disallowed Expenses

A. Election Officials Pay

The State Board of Election Commissioners will not reimburse county election commissioners, county election coordinators, and secretaries/assistants to the county board of election commissioners for serving as election officials at the polling sites on election day for state-funded elections.

B. Part-time Help Pay

The State Board of Election Commissioners will not pay the cost of a full-time or part-time election coordinator or the cost of a full-time or part-time secretary/assistant to the county board of election commissioners.

Additional deputies for absentee and early voting beyond the one (1) extra deputy, county election commissioners, county election coordinators, secretaries to the county board of election commissioners, and personnel on the county payroll are ineligible for reimbursement by the State as part-time help.

C. Mileage Expenses

The State Board of Election Commissioners will not pay county election commissioner mileage.

D. Election Commissioners Pay

County election commissioners will not be paid for election related duties conducted outside of public meetings of the county board of election commissioners as defined previously.

The county board shall not receive compensation until election results have been certified and delivered to the Secretary of State.¹³

E. Polling Place Supply Costs

The State Board of Election Commissioners will not pay for administrative expenses associated with conducting a state-funded election, including non-expendable equipment and supplies such as voting booths, electric pencil sharpeners, thermal binding machines, pagers, outlet strips, extension cords, adapters, phone cords, and expensive metal signage, nor for expendable supplies such as copier toner, printer toner cartridges, printer ribbons, diskettes, hanging file folders, manila file folders, binders, “I Voted” stickers, and flags. The State Board will not pay for the cost of binding voter books, for election official training material reproduction, for phone lines and services or internet services, for portable toilet rental, for capital or leasehold improvements to polling sites, for return postage, or for food.

F. Set Up/Programming Costs

The State Board of Election Commissioners will not reimburse for costs associated with the purchase of new or used voting systems or for leasing, rental, maintenance, or depreciation of voting systems.

G. Ballot Printing Costs

The State Board of Election Commissioners will not reimburse for the cost of printing reruns due to county or vendor error.

The county will be financially responsible for any overages in ordering and printing ballots. All exceptions must be by prior written request to the State Board with prior written approval by the State Board.

H. Legal Advertising Costs

The State Board of Election Commissioners will not reimburse for advertising for the purpose of notifying candidates of preparation of machines, advertising for election officials training, advertising in excess of that required by law as defined previously, re-advertising due to county error, or for any costs related to radio or television broadcasting or colored advertising.¹⁴

I. Cleaning Expenses

The State Board of Election Commissioners will not reimburse individuals for cleaning a facility used as a polling site.

¹³ A.C.A. § 7-5-701(c)(1)(B)

¹⁴ A.C.A. § 7-5-516(a)

J. Other

Unallowable expenses incurred by the county, as determined by the State Board of Election Commissioners, must be paid from county funds. Political parties may not pay for additional election expenses.

If the county chooses to pay above the rates of pay prescribed by the State Board, then county funds must be used to pay the difference.

Allowable expenses that were disqualified by the State Board for exceeding the State Board's rules and guidelines, as determined by the State Board, may be appealed to the State Board for reconsideration.

In cases where a court determines that an election must be conducted again, the State Board shall consider, on a case-by-case basis, the criteria for paying the expenses of the new election.

BALLOT NAME CERTIFICATION GUIDELINES

(Revised October 2003)

The following guidelines have been developed by the office of the State Board of Election Commissioners in conjunction with the Secretary of State's office to assist candidates in completing the political practice pledge form and for the purpose of certifying the names and titles proposed to be used by candidates filing for office.

Any federal, state, or district candidate with questions may contact Susie Stormes, Director of the State Board of Election Commissioners, at 501-682-1013 or 800-411-6996. Any county, township, school, and municipal candidate with questions should contact their local county board of election commissioners.

Arkansas Code Annotated § 7-7-305. Printing of ballots - Form.

(c)(1)(A) "Any person who shall file for any elective office in this state may use not more than three (3) given names, one (1) of which may be a nickname or any other word used for the purpose of identifying the person to the voters, and may add as a prefix to his or her name the title or an abbreviation of an elective public office the person currently holds.

(B) A person may only use the prefix "Judge", "Justice", or "Chief Justice" in an election for a judgeship if the person is currently serving in a judicial position to which the person has been elected.

(C) A nickname shall not include a professional or honorary title.

(2) The names and titles as proposed to be used by each candidate on the political practice pledge or, if the political practice pledge is not filed by the filing deadline, then the names and titles that appear on the party certificate shall be reviewed no later than one (1) business day after the filing deadline by the State Board of Election Commissioners for state and district offices and by the county board of election commissioners for county, township, school, and municipal offices.

(3) The name of every candidate shall be printed on the ballot in the form as certified by either the state board or the county board.

(4) No candidate shall be permitted to change the form in which his or her name will be printed on the ballot after the deadline for filing the political practices pledge."

Definition of "name" as referenced in Black's Law Dictionary:

Name. "The designation of an individual person, or of a firm or corporation. A person's 'name' consists of one or more Christian or given names and one surname or family name. It is the distinctive characterization in words by which one is known and distinguished from others, and description, or abbreviation, is not the equivalent of a 'name'."

For the purpose of certifying the names and titles proposed to be used by each candidate, a candidate is permitted to use:

- **A maximum of three (3) "given" names**
 - 1) One name may be a nickname, but not a professional or honorary title
 - 2) A "middle" name shall be considered a "given" name

- **Initials**

Initials are not considered "given" names and, therefore, **not** counted in the maximum of three (3) "given" names

- **Surname or Last name**

Surnames or last names are not considered "given" names and, therefore, **not** counted in the maximum of three (3) "given" names

- **A Suffix**

Suffixes (Jr., Sr., I, II, III) are not considered "given" names and, therefore, **not** counted in the maximum of three (3) "given" names

- **A Prefix**

Nonjudicial

The title or an abbreviation of the title of an elective public office **currently held**

- 1) State Senator, State Sen., Senator, Sen., State Representative, State Rep., Representative, Rep., Prosecuting Attorney
- 2) **If running for U.S. Senate or U.S. Congress**, the title of the elective public office currently held must be specific, i.e., United States Senator, United States Sen., U.S. Senator, U.S. Sen., United States Representative, United States Rep., U.S. Representative, U.S. Rep., State Senator, State Sen., State Representative, State Rep., Congressman

Judicial

The title or an abbreviation of the title of the judicial position **currently held to which elected**

- 1) Judge, Justice, Chief Justice

For the purpose of certifying the names and titles proposed to be used by each candidate, a candidate is not permitted to use:

- **Professional or honorary titles**

Professional or honorary titles (Ph.D., CPA, MD., Doctor, Dr., Reverend, Rev., Chief of Police, General, Lieutenant, Sergeant) are **not** acceptable

The office of the State Board of Election Commissioners will review the names and titles proposed to be used by each federal, state, or district candidate. The Director of the State Board of Election Commissioners will administratively certify all proposed names and titles that comply with the statutory requirements of Arkansas Code Annotated § 7-7-305.

For those candidates whose proposed name and title do **not** comply with Arkansas Code Annotated § 7-7-305, the candidate will be contacted by the office of the State Board of Election Commissioners and offered the option to appear in person to file a revised political practice pledge form with the Secretary of State's office.

If the candidate does not wish to appear in person for the purpose of filing a revised political practice pledge form, a new form can be mailed to the candidate. **The Secretary of State's office will accept no faxes. The Secretary of State's office will accept no responsibility for political practice pledge forms sent by mail if not received and filed by the filing deadline.**

The State Board of Election Commissioners will meet no later than one (1) business day after the filing deadline to review those candidates whose proposed name and title do **not** comply with the statutory requirements of Arkansas Code Annotated § 7-7-305. The State Board of Election Commissioners will, at that time, determine the form in which the candidate's name will be printed on the ballot.

No candidate will be permitted to change the form in which his name will be printed on the ballot after the deadline for filing the political practice pledge.

OATH OF ELECTION OFFICIALS

[§§ 7-1-103(a)(10); 7-4-110; 7-5-615(c)]

I, _____, do swear
that I will perform the duties of an election official of this election according to law
and to the best of my abilities, and that I will studiously endeavor to prevent
fraud, deceit, and abuse in conducting the same, and that I will not disclose how
any voter shall have voted, unless required to do so as a witness in a judicial
proceeding or a proceeding to contest an election.

Signed this _____ day of _____ 20_____.

Election Official Signature _____

Street Address _____

City, State, Zip _____

Sworn to and subscribed before me, _____,
this _____ day of _____ 20_____.

(Signature of Oath Administrator)

LIST OF VOTERS

[§ 7-5-314(d)]

Date: _____

Precinct #: _____

Ballot Style Number: _____

NAME OF VOTER		NAME OF VOTER	
1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	
19		39	
20		40	

LIST OF PERSONS ASSISTING VOTERS

A.C.A. § 7-5-310(b)(4)

Date of Election: _____ Precinct #: _____

Name of Person Assisting Voter	Name of Voter Assisted	Address of Voter Assisted

SPOILED BALLOT AFFIDAVIT

[§ 7-5-313]

Precinct(s) _____ Date _____

Instructions: At any time a voter spoils a ballot, he/she should return the ballot to an election official. The ballot should be voided and a new ballot issued. The voter must sign this affidavit before voting the new ballot. The election official must indicate below, the ballot stub number of the spoiled ballot.

I, the undersigned, do solemnly swear or affirm that I spoiled the ballot(s) identified below, that I returned the spoiled ballot(s) to an election official who canceled the ballot(s) in my presence, and that I received a new ballot.

Signature of Voter	Spoiled Ballot Stub #
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

CHALLENGED BALLOT FORM

[ACA 7-5-312(a)]

Name of Voter Challenged: _____

Name of Challenger: _____

Name of Candidate, Group, or Party that Challenger
Represents: _____

Reason for Challenge: _____

Signature of Challenger: _____

Precinct: _____

Date: _____ Time: _____

LIST OF PROVISIONAL VOTERS

[§ 7-5-312(b)(1) and 7-5-306(b)(4)]

Date of Election: _____

Precinct #: _____

(These columns to be completed by the election commission)

[illegible]

VOTER COMPLAINT FORM
(for complaints about function of voting machines)
[§ 7-5-510]

Name of Complainant: _____

Address of Complainant: _____

Telephone Number of Complainant: _____

Complaint: _____

Signature of Complainant: _____

Precinct: _____ Voting Machine ID#: _____

Date: _____ Time: _____

CHANGE IN POLLING SITE AUTHORIZATION FORM

(To be presented by the voter to the election official at the voter's new polling site)

Date of Election: _____

Name of Voter: _____

Voter's Affidavit Number: _____
(This number will be provided by the County Clerk's office.)

New Polling Site Location: _____
(The new polling site location will be provided by the County Clerk's office.)

New Polling Precinct Number: _____
(This number will be provided by the County Clerk's office.)

Authorized By: _____
(The name of the employee with county clerk's office confirming the voter's registration.)

Referred From Precinct Number: _____

Referred by Election Official: _____
(The signature of the election official referring the voter to a new polling site.)

ATTENTION VOTER: Be sure to complete an "Arkansas Voter Registration Application" form to update your county voter registration records.

BALLOT ACCOUNTING FORM

To be completed by election officials [§ 7-5-707(a)]

Name of Election

Polling Location Name

Date of Election

Precinct Number(s)

We, the undersigned, duly appointed election officials hereby certify the receipt and disposition of the ballots available at said precinct as follows:

A) BALLOTS AVAILABLE AT THE OPENING OF THE POLLS

Ballots: (Style # _____) Quantity Rec'd _____ Serial # _____ through _____.
Ballots: (Style # _____) Quantity Rec'd _____ Serial # _____ through _____.
Ballots: (Style # _____) Quantity Rec'd _____ Serial # _____ through _____.
Ballots: (Style # _____) Quantity Rec'd _____ Serial # _____ through _____.
Ballots: (Style # _____) Quantity Rec'd _____ Serial # _____ through _____.

B) BALLOT ACCOUNTING AT THE CLOSING OF THE POLLS

C) UNUSED BALLOTS

Ballots (Style # _____) Serial # _____ through _____.
Ballots (Style # _____) Serial # _____ through _____.
Ballots (Style # _____) Serial # _____ through _____.
Ballots (Style # _____) Serial # _____ through _____.
Ballots (Style # _____) Serial # _____ through _____.

D) TOTAL NUMBER OF:

- 1) Unused Ballots (*C from above*): _____
- 2) Spoiled Ballots: _____
- 3) Total Provisional Ballots: _____ (Disqualified _____; Counted _____)*
- 4) Voted Ballots (*paper & machine, if applicable; same total as on "List of Voters"*): _____
- 5) Paper Ballots delivered at opening of poll (*A from above*): _____

* Attach the List of Provisional Voters. To be completed by county board during vote canvassing.

BALLOT BOX SEAL NUMBER(S) _____

Election Official Signature

Election Official Signature

Election Official Signature

Election Official Signature

Election Official Signature

Election Official Signature

STATE OF ARKANSAS INSTRUCTIONS TO VOTERS (pg 1)

Election officials shall post at least (2) copies of instructions to voters, including instructions for fail-safe voting procedures, in a conspicuous place in the polling area on election day. [§ 7-5-302(1)]

- The voter must state his/her name, address, and date of birth to an election official. [§§ 7-5-305(a)(1),(2); 7-5-522(a); 7-7-308(a)(1),(2)]
- In a primary election, the voter must state in which party primary he/she wishes to vote. [§ 7-7-308(b)]
- If a nonpartisan judicial election is being held simultaneously with the primary, the voter may wish to only vote the nonpartisan judicial election and must state such. [§ 7-10-102(b)(2)]
- The voter is not required to vote in a political party's preferential primary in order to be able to vote in nonpartisan judicial elections. [§ 7-10-102(b)(3)]
- In a primary election, no voter may cast a ballot in more than one (1) party primary election. [§§ 7-1-103(a)(19)(A); 7-1-103(a)(20)(B); 7-1-104(a)(9)]
- In a primary election, the election official must mark the precinct voter registration list indicating in which political party primary the voter casts his/her ballot, such as "D" for "Democratic" and "R" for "Republican." [§ 7-7-308(b)]
- If a nonpartisan judicial election is being held simultaneously with the primary, and the voter wishes to only vote the nonpartisan judicial election, the election official must mark the precinct voter registration list, such as "J" for "Judicial only."
- If a qualified elector votes using a separate nonpartisan judicial general election ballot at any time during the election process, whether absentee, early, or at the poll on election day, that elector is ineligible to vote a preferential primary election ballot at a later time during the same election process, whether at the polling site on election day or otherwise, and vice versa. [Attorney General Opinion No. 2001-177]
- **Any voter who requests the separate ballot containing only the names of the nonpartisan judicial candidates is choosing to vote only in the general election for nonpartisan judicial candidates and cannot also use the preferential primary ballot.** [Attorney General Opinion No. 2001-177]
- **Any voter wishing to vote in the primary must use the preferential primary ballot to vote for party candidates and nonpartisan judicial candidates.** [Attorney General Opinion No. 2001-177]
- The voter is requested, for purposes of identification, to provide a current and valid photo identification, or a copy of a current utility bill, bank statement, government check, paycheck, or other government document that shows the name and address of the voter. [§ 7-5-305(a)(8)(A)]
- If a voter is unable to provide this identification, the election official shall indicate on the precinct voter registration list that the voter did not provide identification, and the voter proceeds to vote. [§ 7-5-305(a)(8)(B)(i)]
- A first-time voter who registered by mail and did not provide ID with the registration must provide one of the listed forms of ID or he/she must vote a provisional ballot.
- Voters must sign the precinct voter registration list before being permitted to vote in any election. [§§ 7-5-305(a)(7); 7-7-308(a)(7)]
- If a voter is unable to sign or make his/her mark, the election official must initial and enter the voter's date of birth on the voter signature line on the precinct voter registration list. [§§ 7-5-305(a)(7); 7-7-308(a)(7)]
- The election official must initial back of ballot before giving ballot to voter. [§7-5-307]

INSTRUCTIONS TO VOTERS (pg 2)

Fail-Safe Voting

If a voter's address differs from the precinct voter registration list,

- the election official must contact the county clerk, and
- the county clerk must verify that the voter's address is within the precinct. [§§ 7-5-305(a)(5)(A); 7-7-308(a)(5)(A)]

If the voter's new address is within the current voting precinct,

- the voter must complete a voter registration application form to update county voter registration records. [§§ 7-5-305(a)(5)(B); 7-7-308(a)(5)(B)]

If the voter's new address is not within the current voting precinct,

- the voter must contact the county clerk to determine the proper voting precinct [§§ 7-5-305(a)(5)(C); 7-7-308(a)(5)(C)], and
- the voter must then go to the proper new polling site to vote.

If the voter's name differs from the precinct voter registration list,

- the voter must complete a voter registration application form to update county voter registration records. [§§ 7-5-305(a)(6); 7-7-308(a)(6)]

If the voter's name is not on the precinct voter registration list,

- the voter must identify himself/herself by name and date of birth and must be verified by the county clerk as a registered voter within the county. [§§ 7-5-306(a)(1); 7-7-308(c)(1)]
- the voter must give and affirm his/her current address, and the election official must verify with the county clerk that the residence is within the voting precinct. [§§ 7-5-306(a)(2); 7-7-308(c)(2)]
- the voter must complete an updated voter registration application [§§ 7-5-306(a)(3); 7-7-308(c)(3)], and
- the voter must sign the precinct voter registration list. [§§ 7-5-306(a)(4); 7-7-308(c)(4)]

If a voter's name is not on the precinct voter registration list, and the county clerk is unable to verify the voter's registration, but the voter contends that he or she is eligible to vote and desires to vote,

- the voter may vote a provisional ballot upon the execution of a written affirmation that the individual is a registered voter in the jurisdiction in which the individual desires to vote and that the individual is eligible to vote in that election. [§§ 7-5-306(b); 7-7-308(d)]
- the election official shall provide the voter written information instructing the individual on how to determine whether the vote was counted, and if not, why the vote was not counted [§§ 7-5-306(b)]
- the election official shall note on the list of voters persons voting in this manner [§§ 7-5-306(b); 7-7-308(d)]

INSTRUCTIONS TO VOTERS (pg 3)

Provisional Ballots

When the ballot of any voter is challenged by a poll watcher,

- an election official must inform the voter that his/her ballot is being challenged by a poll watcher,
- the poll watcher challenging the ballot must display credentials (a valid "Poll Watcher Authorization Form"), [§ 7-5-312(a),(d)(4)]
- the poll watcher must complete a "Challenged Ballot Form," [§ 7-5-312(b)(1)(C)]
- the voter must vote on a paper ballot/vote card initialed by the election official,
- the voter must separate his/her marked ballot from the ballot stub, [§ 7-5-312(b)(1)(A)]
- the voter must place the provisional ballot in a single envelope marked "Provisional Ballot" and seal the envelope, [§ 7-5-312(b)(1)(B)]
- the voter must place the ballot stub, the sealed "Provisional Ballot" envelope, and the "Challenged Ballot Form" in an envelope marked "Provisional Voter" [§ 7-5-312(b)(1)(C)], and
- the election official must maintain a separate list of names of provisional voters. [§ 7-5-312(b)(1)]

All provisional ballots must be preserved, secured, and separated from the remaining ballots to the end that the right of any person to vote may be determined later by the county board of election commissioners or the court in which an election contest may thereafter be filed. [§ 7-5-312(b)(2)]

The county board of election commissioners must, prior to certification of the results of the election, determine whether the provisional ballots are valid. If, upon examination of any provisional ballots, the county board of election commissioners suspects that a violation of election laws has occurred, the board may refer the matter to the prosecuting attorney. [§ 7-5-312(c)]

Voting the Ballot

To cast a ballot, the voter should,

- enter a voting booth, [§ 7-5-309(a)(1)]
- mark his/her ballot according to the voting instructions and not mark the ballot in any other way, [§ 7-5-309(b)(1)(A)]
- detach the ballot from the ballot stub, [§ 7-5-309(b)(2)]
- deposit the ballot in the ballot box or optical scanner, [§ 7-5-309(b)(2)]
- deposit the ballot stub in the ballot stub box [§ 7-5-309(b)(2)], and
- immediately depart the polling site. [§ 7-5-309(d)]

If the voter requests assistance,

- he/she may be assisted by two (2) election officials in marking his/her ballot (one election official to assist the voter and one to observe without comment or interpretation) [§§ 7-5-310(b); 7-5-523(a)], or
- he/she may be assisted by any person selected by the voter [§§ 7-5-310(b); 7-5-523(a)], but in no case, is any person permitted to carry a ballot outside of the polling room. [§§ 7-1-103(a)(14); 7-5-308]
- election officials shall make and maintain a list of names of all persons assisting disabled voters [§ 7-5-310(b)(4)]

INSTRUCTIONS TO VOTERS (pg 4)

Voting the Ballot (continued)

If the voter spoils his/her ballot,

- he/she must return the ballot to the election official, [§ 7-5-313(a)]
- the election official will cancel the spoiled ballot by writing “CANCELLED” on the face of the ballot and initialing the ballot, [§ 7-5-313(b)]
- the election official will place the spoiled ballot in an envelope marked “Spoiled Ballots,” [§ 7-5-313(b)]
- the election official will indicate the spoiled ballot stub number on the “Spoiled Ballot Affidavit,”
- the voter must sign the “Spoiled Ballot Affidavit,”
- the election official will provide the voter with another ballot not to exceed three (3) ballots in all [§§ 7-5-313(a); 7-5-609(c)], and
- the election official will preserve the spoiled ballots separately from other ballots for return to the county board of election commissioners. [§ 7-5-313(b)]

NOTICE ON ELECTIONEERING

[§§ 7-1-103(a)(9); 7-1-104(a)(7)]

- **No distribution of any literature regarding any candidate or issue on the ballot,**
- **No solicitation of signatures on any petition,**
- **No solicitation of contributions, and**
- **No electioneering of any kind whatsoever** (including campaign buttons, caps, shirts, or other articles of influence) **in the building or within 100 feet of the primary exterior entrance used by voters to the building containing the polling site on election day or during early voting days**

ADA OVERVIEW

The State of Arkansas has an estimated 350,000 persons with disabilities, disabilities being defined as impaired vision, impaired mobility, impaired communication, and impaired dexterity.

Pursuant to the lawsuit settlement agreement of May 22, 1997, and for the purpose of ensuring that all disabled persons legally eligible to vote in elections in the State of Arkansas may personally and secretly execute their ballots at the polling site, the State Board of Election Commissioners was charged with assisting the county election commissions in implementing the Title II requirements of the Americans with Disabilities Act (ADA) and with monitoring compliance by the local election authorities.

The purpose of this overview is to provide assistance to the county election commissions in evaluating each of their county's polling sites for compliance with the Americans with Disabilities Act.

PARKING

In accordance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG), for the first 100 parking spaces, one (1) accessible parking space per 25 is required for on-site self-parking. This means that for every 25 parking spaces, one (1) space shall be designated as an accessible parking space. An accessible parking space may be designated either temporarily or permanently, but must be designated for the entire election day. An accessible space is required to have an access aisle. The access aisle must be adjacent to the parking space and marked off for loading and unloading from a vehicle. The accessible space must be marked with signage. The signage should be mounted 60" above the ground so as not to be obstructed by a vehicle. Accessible parking should be located on the closest accessible path of travel from the parking area to the accessible entrance of the polling site. If a curb is present in the accessible path of travel, then a curb ramp may be necessary.

ROUTE TO THE BUILDING

A disabled individual arriving at the polling site should be able to approach and enter the building as freely as a person without a disability. An accessible polling site will provide an accessible path of travel from an accessible parking location to an accessible entry to the building containing the polling site. At least one path of travel to the entrance of the facility should be accessible. This path of travel does not necessarily have to be the primary path of travel to the entrance of the facility. This path should be free of obstacles that cannot be detected by someone using a cane. In order to be detected by a cane, an object must be within 27" of the ground. Objects hanging or mounted

overhead must be higher than 80” to provide clear headroom. The path of travel should be a minimum of 36” wide to accommodate wheelchair users.

A curb on an otherwise accessible path of travel could present an insurmountable barrier for a person using a wheelchair or a walking aid. Curbs without a ramp cut will require a temporary ramp. The ramp must meet the criteria of a slope of 1:12. Slope is given as a ratio of height to length. A slope of 1:12 means that for every 12” along the base of the ramp, the height increases 1”. For a maximum slope of 1:12, at least 1’ of ramp length is needed for each inch of height.

Stairs along the path of travel may also present an insurmountable barrier for a person using a wheelchair or a walking aid. A temporary ramp may be needed to allow the person access to the entrance of the facility containing the polling site. Stairs up to 60” can be ramped to allow the person entrance into the polling site. Stairs over 60” may require an alternate path of travel, or possibly a portable or permanent platform lift to overcome the barrier. Using a secondary path of travel or service entrance as an alternate path of travel should be used as a last option. Ideally, voters with disabilities should be able to enter the polling site by the same entry as other voters.

ROUTE INSIDE THE BUILDING

There should be an accessible path of travel for disabled voters extending from the accessible entry to the building containing the polling site to the immediate voting area. Barriers/obstacles in the interior path of travel can present problems for disabled persons. Inaccessible stairs, ramps, and elevators, or narrow passageways may impede the disabled voter’s ability to reach the voting area to cast a ballot. Water fountains and bathrooms will not be covered, as they are not integral to casting a ballot.

Ramp requirements are the same for the interior of the building as for the exterior of the building. Ramps should not exceed a slope of 1:12 and the surface should be stable, firm, and slip resistant. If handrails are required, they should be placed on both sides of the ramp so as to allow an individual to grasp either one side or both. If doors are present at the top of a ramp, a level landing of 5’ x 5’ is required to allow a wheelchair to rest as the door is being opened.

If an elevator must be used to reach the voting area, it must be accessible. When approaching an elevator, the exterior call button should be centered no higher than 42” so that a wheelchair user can easily reach the call button by forward reach or by reaching from the side. The door of an elevator should have a clear width of 36” so that a wheelchair user or a person with a walking aid has a clear unassisted passage into the elevator.

Stairs present an insurmountable barrier for persons using a wheelchair or walking aid. If stairs must be used to access the voting area, the stairs must be ramped, free of obstacles, well lit, and provided with risers, the little vertical walls at the back of

the steps that insure that one does not catch their foot causing a serious fall. Step depth and height can play a part in preventing accidents.

Narrow passageways along the path of travel to the voting area may present an insurmountable barrier for persons using a wheelchair or walking aid. A minimum width of 36" for passageways should be maintained.

DOORS

Doors into the facility containing the polling site and along the path of travel to the voting area may pose a barrier to voters with disabilities. The accessible path of travel from the entrance into the facility containing the polling site to the voting area must have accessible doors. Accessible doors should have a clear width of 32" to allow entrance for an individual in a wheelchair or with a walking aid. Doorways with less than a clear width of 32", but measuring 32" or more between stops, can be made accessible by temporarily removing the door or remounting the door on special offset hinges.

Door hardware that requires twisting may present a barrier for an individual with impaired dexterity. Door hardware such as arch handles, lever type handles, push plates, or automatic openers should be used and placed no higher than 48" above the ground.

Door thresholds might create a barrier for voters in a wheelchair or using a walking aide, if the threshold is too high or abrupt. The threshold should be less than 1/2" high and beveled to allow ease of passage. If a threshold is over 1/2" high, it may need to be ramped to allow passage.

OTHER FEATURES WITHIN THE VOTING AREA

Providing such amenities as magnifying devices for the visually impaired, sufficient lighting, notepads and pencils for voters who are hearing or speech impaired, and large type printed instructions within the voting area may eliminate or reduce a voter's need for assistance. Other courtesies that might be provided include seating for the elderly or disabled waiting their turn to vote, and a non-rolling chair.

POLLING SITE ACCESSIBILITY CHECKLIST
(To verify the accessibility of each polling site)

County: _____

Polling site name and precinct #: _____

Polling site address: _____

Person completing this form (title, name, address, phone number, fax number, email address): _____

Date on which inspection was conducted: _____

	<u>YES</u>	<u>NO</u>
<u>PARKING</u>		
1. Is there an accessible parking space either permanently or temporarily designated for disabled parking?	<input type="checkbox"/>	<input type="checkbox"/>
2. With regard to accessible on-site self-parking spaces,		
a. Is 1 out of every 25 on-site self-parking spaces accessible? [ADAAG 4.6.1]	<input type="checkbox"/>	<input type="checkbox"/>
b. Are parking spaces at least 8' wide? [ADAAG 4.6.3]	<input type="checkbox"/>	<input type="checkbox"/>
c. Are parking spaces on level ground with a slope no greater than a rise of 1:50? (Slope is given as a ratio of height to length. A slope of 1:50 means for every 50' in length, the height increases 1'. For a maximum slope of 1:50, at least 50' of length is needed for each 1' of height.) [ADAAG 4.6.3]	<input type="checkbox"/>	<input type="checkbox"/>
d. Is the accessible parking area paved?	<input type="checkbox"/>	<input type="checkbox"/>
e. Are the accessible parking spaces closest to the accessible entrance?	<input type="checkbox"/>	<input type="checkbox"/>

	<u>YES</u>	<u>NO</u>
f. Is a curb ramp needed to connect the accessible parking space to the closest accessible path of travel to the building entrance of the polling site? If yes, answer the following question.	<input type="checkbox"/>	<input type="checkbox"/>
g. Is there a curb ramp to connect the accessible parking space to the closest accessible path of travel to the building entrance of the polling site?	<input type="checkbox"/>	<input type="checkbox"/>
h. Is the accessible space marked with signage centered 60" above ground? [ADAAG 4.30.6]	<input type="checkbox"/>	<input type="checkbox"/>
3. If using a passenger drop-off zone, is a curb ramp needed to access an accessible path of travel to the building entrance of the polling site? If yes, answer the following question.	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a level passenger drop-off zone at least 60" wide with a curb ramp connecting it to an accessible path of travel to the building entrance of the polling site? [ADAAG 4.1.2(5)(a)]	<input type="checkbox"/>	<input type="checkbox"/>

ROUTE TO THE BUILDING

1. Is the accessible path of travel to the building paved?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the accessible path of travel to the building at least 36" wide? [ADAAG 4.3.3]	<input type="checkbox"/>	<input type="checkbox"/>
3. Are curbs present along the accessible path of travel to the building? If no, skip to question 5 of this category.	<input type="checkbox"/>	<input type="checkbox"/>
4. Are all the curbs along the accessible path of travel to the building cut or ramped with at least a 36" clear width and with a slope of no more than 1:12? [ADAAG 4.7.3]	<input type="checkbox"/>	<input type="checkbox"/>

	<u>YES</u>	<u>NO</u>
5. Must stairs be climbed to access the polling site? If no, skip to question 8 of this category.	<input type="checkbox"/>	<input type="checkbox"/>
6. Are all stairs 60" or shorter along the accessible path of travel to the building ramped, with the ramp having a slope of no more than a rise of 1:12? [ADAAG 4.8.2]	<input type="checkbox"/>	<input type="checkbox"/>
7. If not, is an alternative means of unassisted passage such as a chair lift or a secondary path of travel provided?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the accessible path of travel to the building entrance,		
a. Free of protrusions (such as fire hydrants, tree trunks) which narrow the passage to less than 32", or cannot be detected by a person using a cane. The protrusion must be within 27" of the ground in order for it to be detected by a person using a cane. [ADAAG 4.4.1]	<input type="checkbox"/>	<input type="checkbox"/>
b. Free of any overhanging objects (i.e. tree branches, signs) which hang lower than 80" from the ground? [ADAAG 4.4.2]	<input type="checkbox"/>	<input type="checkbox"/>
c. Free of any running slopes greater than a rise of 1:20? Running slope is the slope that is parallel to the direction of travel.[ADAAG 4.3.7]	<input type="checkbox"/>	<input type="checkbox"/>
d. Free of any cross slopes greater than a rise of 1:50? Cross slope is the slope that is perpendicular to the direction of travel. [ADAAG 3.5]	<input type="checkbox"/>	<input type="checkbox"/>
9. If different from the primary path of travel to the building, are there signs which identify the accessible path of travel?	<input type="checkbox"/>	<input type="checkbox"/>

ROUTE INSIDE THE BUILDING

1. Is a ramp needed to access the immediate voting area? If no, skip to question 3 of this category?	<input type="checkbox"/>	<input type="checkbox"/>
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	<u>YES</u>	<u>NO</u>
2. With regard to a needed ramp,		
a. Is the slope of the ramp no greater than a rise of 1:12? [ADAAG 4.8.2]	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the ramp surface stable, firm, and slip resistant?	<input type="checkbox"/>	<input type="checkbox"/>
c. For any ramp rising more than 6" or longer than 72", are handrails provided on both sides? [ADAAG 4.8.5]	<input type="checkbox"/>	<input type="checkbox"/>
d. Are handrails at least 34" to 38" above the ramp surface? [ADAAG 4.8.5(5)]	<input type="checkbox"/>	<input type="checkbox"/>
e. Do handrails extend 12" beyond the top and bottom of the ramp? [ADAAG 4.8.5(2)]	<input type="checkbox"/>	<input type="checkbox"/>
f. Are ramps and landing areas having drop-offs provided with at least a 2" curb, wall, or railing to prevent slipping off the ramps? [ADAAG 4.8.7]	<input type="checkbox"/>	<input type="checkbox"/>
g. If there is a door at the top of the ramp, is there a level space of at least 5' x 5' where a wheelchair can rest while the door is opened? [ADAAG 4.8.4; 4.13.6]	<input type="checkbox"/>	<input type="checkbox"/>
h. Is the clear space between handrail and wall no more than 1½"? [ADAAG 4.8.5(3); 4.26.2]	<input type="checkbox"/>	<input type="checkbox"/>
3. Is an elevator needed to access the voting area? If no, skip to question 5 of this category.	<input type="checkbox"/>	<input type="checkbox"/>
4. If an elevator is needed to access the voting area,		
a. Is the elevator cab at least 51" x 68" wide? [ADAAG 4.10.9]	<input type="checkbox"/>	<input type="checkbox"/>
b. Do elevator doors provide at least 36" clear width? [ADAAG 4.10.9]	<input type="checkbox"/>	<input type="checkbox"/>

	<u>YES</u>	<u>NO</u>
c. Is the exterior call button centered no more than 42" from the floor and a minimum of ¾" in diameter? [ADAAG 4.10.3]	<input type="checkbox"/>	<input type="checkbox"/>
5. With regard to stairs along the accessible path of travel,		
a. Do the steps have risers, the little vertical walls at the back of each step?	<input type="checkbox"/>	<input type="checkbox"/>
b. Do the steps have tread areas at least 11" deep? [ADAAG 4.9.2]	<input type="checkbox"/>	<input type="checkbox"/>
c. Are the steps less than 11" in height? [ADAAG 4.9.2]	<input type="checkbox"/>	<input type="checkbox"/>
d. Are the stairs well lit?	<input type="checkbox"/>	<input type="checkbox"/>
e. Are the stairs free of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does a narrow passageway exist along the accessible path of travel to the voting area? If no, skip to the next category.	<input type="checkbox"/>	<input type="checkbox"/>
7. With regard to narrow passageways along the accessible path of travel:		
a. Is the pasageway at least 36" wide? [ADAAG 4.3.3]	<input type="checkbox"/>	<input type="checkbox"/>
b. Is there sufficient lighting at all points along the accessible route?	<input type="checkbox"/>	<input type="checkbox"/>

DOORS

1. With regard to doors along the accessible path of travel,		
a. Do the doors have an opening with a clear width of 32"? [ADAAG 4.13.5]	<input type="checkbox"/>	<input type="checkbox"/>
b. Are the door thresholds less than ¼ " high? [ADAAG 4.13.8]	<input type="checkbox"/>	<input type="checkbox"/>

	<u>YES</u>	<u>NO</u>
c. If the threshold level is greater than ¼” high, but still less than ½” high, is the threshold level beveled? [ADAAG 4.13.8]	<input type="checkbox"/>	<input type="checkbox"/>
d. Are the doors equipped with either arch or lever-type handles, push plates, or automatic openers so that twisting a doorknob is not required?	<input type="checkbox"/>	<input type="checkbox"/>
e. Is the door handle no more than 48” above the ground? [ADAAG 4.13.9]	<input type="checkbox"/>	<input type="checkbox"/>

OTHER FEATURES WITHIN THE VOTING AREA

1. Are the voting instructions printed in large type?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there sufficient unobstructed space for the reasonable movement of a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are magnifying devices available upon request?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the voting area adequately lighted?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is personal assistance provided to the voter upon request?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are notepads and pencils provided for the hearing or speech impaired?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is seating available for an elderly or disabled voter awaiting their turn to vote?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is one non-rolling chair available for use?	<input type="checkbox"/>	<input type="checkbox"/>

POLLING SITE ACCESSIBILITY SUMMARY

(Please complete both pages of this form)

County: _____

Person completing form: _____

Phone number: _____

Fax number: _____

Email address: _____

Date summary completed: _____

1. Total number of polling sites in county: _____

2. Total number of polling sites **not** surveyed: _____

3. Total number of polling sites found to be **accessible** *: _____

4. Total number of polling sites found to be **inaccessible**: _____

5. Of those polling sites found to be inaccessible, how many will be permanently or temporarily altered? (Please list the polling site name, address, precinct number, and the modifications needed on the second page of this form.) _____

6. Of those polling sites found to be inaccessible, how many will be relocated ? (Please list the polling site name, address, and precinct number on the second page of this form.) _____

NOTE: THE SUM OF #5 AND #6 MUST EQUAL #4.

7. Of those polling sites found to be **inaccessible**, how many are inaccessible due to:

a. Parking _____

b. The route to the building _____

c. The route inside the building _____

d. Doors _____

8. Prior to election day, will public notice of the accessibility or inaccessibility of the polling sites be provided as required by 28 CFR § 35.106? Yes ____ No ____

* *Accessible is defined as meeting all the requirements outlined on the polling site accessibility checklist.*

County: _____

Polling site name and address: _____

Precinct No. _____ Type of building _____

Modifications needed to bring site into compliance: _____

Polling site name and address: _____

Precinct No. _____ Type of building _____

Modifications needed to bring site into compliance: _____

Polling site name and address: _____

Precinct No. _____ Type of building _____

Modifications needed to bring site into compliance: _____

Polling site name and address: _____

Precinct No. _____ Type of building _____

Modifications needed to bring site into compliance: _____

Polling site name and address: _____

Precinct No. _____ Type of building _____

Modifications needed to bring site into compliance: _____

Self-Evaluation Plan

The self-evaluation is the process of evaluating changes to be made in the overall policies and services offered in the election process. Upon completion, file one copy with the SBEC and one copy in the office of the county clerk.

County: _____

Date: _____

Person Completing This Form (title, name, address, phone number, fax number, email address):

Describe the auxiliary aids and services provided for voters who are blind or visually impaired, deaf or hearing impaired, or speech impaired. For example, voting instructions and ballots in Braille* or large print, magnifying devices, tape recorded information, written instructions, a pencil and notepad for the hearing or speech impaired, an election official to read voting instructions and the ballot, an election official to assist voters who are blind or visually impaired.

What procedures are in place for voters with impaired dexterity who cannot use their arms or hands well enough to independently cast a vote?

List any other procedures or courtesies in place to accommodate persons who are disabled.

Describe the procedures in place for persons wishing to file an ADA complaint.

List steps taken to ensure that persons with disabilities or organizations representing persons with disabilities were given an opportunity to participate in this self-evaluation, along with the names of persons or organizations that participated, if any.

In determining the location of a polling site, has every effort been made to ensure that each facility is completely accessible?

***Braille is not required by the ADA.**

ADA TRANSITION PLAN OUTLINE

The transition plan is for correcting the physical obstacles requiring structural changes in the polling site. File one copy with the SBEC and one copy in the office of the county clerk to be made available for public inspection.

Date _____

County _____

Polling Site Name, Address, and Precinct # _____

Person Completing Form (title, name,
address, phone number, fax number, email
address) _____

Person Responsible for Implementing Plan _____

Location	ADAAG Standard	Area of Non-Compliance	Action to Correct Deficiency	Projected Date to Start	Projected Completion Date

POLL WATCHER AUTHORIZATION FORM

Representative of a Candidate

I, _____, state that I am a candidate for the office of _____ in the _____ election. I further state that _____ is designated by me as my representative at the election for the purpose of Arkansas Code §§ 7-5-312, 7-5-316, 7-5-416, 7-5-417, and 7-5-615 in precinct _____ in _____ County, Arkansas.

Representative of a Group

I, _____, state that I represent the _____ group which is seeking passage/defeat (*circle one*) of the ballot measure entitled _____ on the ballot in the _____ election for the purpose of Arkansas Code §§ 7-5-312 and 7-5-417 in precinct _____ in _____ County, Arkansas.

Representative of a Party

I, _____, state that I am the chairman or secretary of the state/county (*circle one*) committee for the _____ party with candidates on the ballot in the _____ election. I further state that _____ is designated by me as a party representative at the election for the purpose of Arkansas Code §§ 7-5-312, 7-5-316, 7-5-416, 7-5-417, and 7-5-615 in precinct _____ in _____ County, Arkansas.

Signature of Candidate, Group Representative, or Chairman/Secretary of the State/County Committee

Acknowledged before me this _____ day of _____, 20 ____.
Notary Public: _____ My Commission Expires: _____

I do hereby state that I am familiar with the rights and responsibilities of a poll watcher as outlined on the back of the poll watcher authorization form and will in good faith comply with the provisions of same.

Signature of Poll Watcher

Acknowledged before me this _____ day of _____, 20 ____.
Notary Public: _____ My Commission Expires: _____

I do hereby acknowledge filing of the poll watcher authorization form with the county clerk's office.

Signature of County Clerk

POLL WATCHER RIGHTS AND RESPONSIBILITIES

A poll watcher may be:

- A candidate in person or by representative designated by a candidate;
- A representative designated by any group seeking passage or defeat of a measure on the ballot; or
- A representative of a party with a candidate on the ballot.

Official recognition of poll watchers:

- Only one (1) poll watcher per candidate, group, or party at any one time may be officially recognized as a poll watcher at each location within a polling site where voters identify themselves to election officials;
- Only one (1) poll watcher per candidate, group, or party at any one time may be officially recognized as a poll watcher at each location within the absentee ballot processing site where absentee ballots are processed;
- Only one (1) poll watcher per candidate or party at any one time may be officially recognized as a poll watcher at the counting of the ballots; and
- Poll watchers must display a valid affidavit in the form of a “Poll Watcher Authorization Form”.

Poll watchers may:

- Observe the election officials;
- Stand close enough to the precinct voter registration lists so as to hear the voter’s name and observe the voter’s signature;
- Compile lists of persons voting;
- Challenge ballots upon notification to an election official before the ballot is issued to the voter and upon completing a “Challenged Ballot Form”;
- Call to the attention of the election sheriff any occurrence believed to be an irregularity or violation of election law. The poll watcher may not discuss the occurrence unless the election sheriff invites the discussion; and
- Be present at the opening, processing, and canvassing of absentee ballots for the purpose of challenging the vote in the manner provided by law for personal voting challenges.

Poll watchers representing a candidate or political party may:

- Remain at the polling site after the poll closes if ballots are counted at the poll, be present at the counting of votes by electronic tabulation equipment at a centralized location, and be present at the counting of absentee ballots for the purpose of witnessing the counting of ballots by election officials; and
- Upon request made to an election official, inspect any or all ballots at the time the ballots are being counted.

Poll watchers may not:

- Be within six feet (6’) of any voting machine or booth used by voters to cast their ballot;
- Electioneer inside the polling site or within one hundred feet (100’) of the primary exterior entrance used by voters to the building containing the polling site;
- Speak to any voter or in any way attempt to influence a voter inside the polling site or within one hundred feet (100’) of the primary exterior entrance used by voters to the building containing the polling site; or
- Disrupt the orderly conduct of the election.

ELECTION OFFICIALS CHECKLIST

Name of Polling Site: _____ Precinct # : _____
Location/Address of Polling Site: _____

We, the appointed election officials, do hereby attest to the completion of the following duties for the _____ Election held in _____ County on _____, 20_____.

OATH: We the undersigned do swear that we will perform the duties of election officials of this election according to law and to the best of our abilities, and that we will studiously endeavor to prevent fraud, deceit, and abuse in conducting the same, and we will not disclose how any voter shall have voted, unless required to do so as a witness in a judicial proceeding or a proceeding to contest an election.

ALL ELECTION OFFICIALS WORKING THE POLLING LOCATION MUST SIGN

(Signature of election official)

(Signature of election official)

(Signature of election official)

(Signature of election official)

(Signature of election official)

(Signature of election official)

Enter a checkmark (✓) in the blank to confirm completion of each task. If not applicable, please indicate "N/A" in the space. Please explain any exceptions in the space provided or in the Comments section at the end of this report.

Checklist	YES	NO	N/A
1. Took the Oath of Election Officials (above) [<i>§7-4-110</i>]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Verified ballots available at the opening of the polls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Completed upper portion of the "Ballot Accounting" form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Inspected election supplies prior to opening of the polls [<i>§7-5-301</i>]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Notified election commission of missing materials thirty (30) minutes prior to opening the poll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist	YES	NO	N/A
4. Inspected voting equipment prior to opening poll [§7-5-611]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Verified equipment counters were set to zero votes prior to any voting [§7-5-518(b)(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Reported equipment malfunction to county board of election commissioners [§7-5-518(b)(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation of malfunction and resolution: _____			

5. Identified 100' boundary for electioneering [§7-1-103(a)(9)(A)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Posted each of the following required postings:			
_____ a) Notice of election [§7-5-202]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ b) Sample ballots [§7-5-608]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ c) Two (2) sample ballot labels or diagrams (voting machine counties) [§§7-5-512(b)(1); 7-5-608]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ d) Two (2) copies of constitutional amendments and acts to be voted on [§7-5-302(2)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ e) Two (2) copies of instructions on how to vote, including instructions for fail-safe voting [§§7-5-202(c)(3); 7-5-302(1)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ f) Instructions on how to cast a provisional ballot [§7-5-202(c)(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ g) General information on federal and state voting rights [§7-5-202(c)(4)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ h) General information on the right of an individual to cast a provisional ballot with instructions on how to contact the appropriate officials if their rights are alleged to have been violated [§7-5-202(c)(4)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ i) General information on federal and state laws on prohibitions on acts of fraud and misrepresentation [§7-5-202(c)(5)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist	YES	NO	N/A
_____ j) “Vote Here” signs (general, special, and runoff elections) [§7-4-107(b)(3)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ k) ADA signs [§7-5-311(e)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Situated voting booths in plain view of the election officials while allowing each voter privacy in marking his or her ballot [§7-5-521(a), (b)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Opened the polls at 7:30 a.m. [§7-5-304]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Requested the voter to provide one of the following forms of ID:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Current and valid photo identification			
• Copy of current utility bill			
• Bank statement			
• Government check			
• Paycheck or other government document that show name and address of voter [§§7-5-305; 7-5-306]			

If the voter is unable to provide this identification, and the name, address and date of birth given by the voter match the “Precinct Voter Registration List,” the election official indicates on the “Precinct Voter Registration List” that the voter did not provide identification, and the **VOTER IS ALLOWED TO VOTE A REGULAR BALLOT.**

But, any first time voter who registered by mail without providing identification when registering (this should be indicated on the precinct voter registration list), and **does not provide identification at the polls as described above MAY CAST A PROVISIONAL BALLOT.**

10. Initialed the back of each ballot before giving the voter the ballot [§7-5-307]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Prevented anyone from carrying a ballot outside the polling area [§§7-1-103(a)(14); 7-5-308]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Processed all provisional ballots including,			
_____ a) Placing all provisional ballots in a separate transport envelope to provide for prompt review by the county board of election commissioners pursuant to §7-5-312(b)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ b) Keeping a list of all persons voting provisional ballots, and	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____ c) Providing written information to provisional voters on how to find out whether votes counted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Checklist	YES	NO	N/A
13. Verified "Poll Watcher Authorization" forms displayed by all poll watchers appearing at poll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Recorded names of all persons assisting voters with voting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Processed all spoiled ballots as follows:			
___ a) Preserved all spoiled ballots separately for transport to the county board of election commissioners [§7-5-313]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ b) Wrote "CANCELLED" on the face of all spoiled ballots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Closed the poll at 7:30 p.m. allowing all eligible voters in line at that time to cast his or her ballot [§§7-5-304; 7-5-314]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Completed the accounting for all ballots at the closing of the polls on the "Ballot Accounting Form" provided each polling location by the county election commission for reporting pursuant to § 7-5-507	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Completed the "Election Officials Training Attendance Form – 2004"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Processed and delivered all election materials pursuant to §7-5-317:			
___ a) Sealing all voted ballots with numbered seal for transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ b) Sealing stub boxes for transport (covering slot where stubs are inserted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ c) Posting certificate of election results outside the polling site after the count	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ d) Delivering the list of voters form, precinct voter registration lists, voter registration application forms and other record keeping supplies to the appropriate official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
___ e) Delivering all election materials and returns to the county board of election commissioners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: *Please list any events of the day that were out of the ordinary, any comments or suggestions:*

RULES AND REGULATIONS
FOR
VOTER INTENT
(Effective April 14, 2002)

State Board of Election Commissioners
State Capitol, Room 25
Little Rock, AR 72201
(800) 411-6996

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Scope of Rules

These rules and regulations set forth the procedures for determining voter intent. These rules are subject to revisions due to the use of new types of equipment and/or ballot formats, or changes in laws and are in addition to and not a substitute for the laws of the State of Arkansas.

§ 300 Definitions

- (a) Candidate area – the area(s) on or between the lines separating candidate names.
- (b) Chad – the small piece of a vote card that, when removed in the voting process, leaves a hole that is recognizable by automatic tabulating equipment.
- (c) Issue area - the area(s) on or between the lines separating issues.
- (d) Marking device – any approved device for marking a paper ballot with ink or other substances that will enable votes to be tabulated by hand or by means of automatic tabulating equipment.¹ Paper ballots counted by hand shall be marked using permanent ink.² If automatic tabulating equipment is used to count paper ballots, the marking instrument recommended by the manufacturer of the equipment for proper marking shall be used.³
- (e) Over-vote – A voter casts votes for more than the allowable number of candidates in a contest or casts votes both for and against an issue in a contest.
- (f) Paper ballot – a paper vote sheet that is either counted by hand or by use of automatic tabulating equipment. The paper ballot could include instructions such as “mark the appropriate box with an ‘x’ or a check,” “blacken the oval completely,” “connect lines,” or “connect arrows.”
- (g) Partially punched vote card - A vote card with chad(s) in which only one (1) corner is broken or separated from the card.
- (h) Properly marked – A paper ballot in which the appropriate box is marked with an “x” or a “✓,” the oval is completely blackened, or the incomplete line or arrow is connected, and the voter has not cast votes for more than the allowable number of candidates in a contest or cast votes both for and against an issue in a contest.
- (i) Properly punched vote card – A vote card with chad(s) completely separated or with chad(s) in which two (2) or more corners are broken or separated from the card, and the voter has not cast votes for more than the allowable number of candidates in a contest or cast votes both for and against an issue in a contest.

¹ Arkansas Code Annotated § 7-1-101(14)

² Arkansas Code Annotated § 7-5-212

³ Arkansas Code Annotated § 7-5-211(a)(2)(H)

- (j) Target area – the square next to the candidate’s name or issue on the paper ballot, the oval next to the candidate’s name or issue on the paper ballot, the incomplete line next to the candidate’s name or issue on the paper ballot, or the incomplete arrow next to the candidate’s name or issue on the paper ballot.
- (k) Under-vote – no vote is recorded for a contest.
- (l) Vote card – a card upon which the voter casts his votes by the process of punching or marking.

§ 301 Paper Ballots

The following standards shall apply in determining whether a ballot has been properly voted and whether a vote should be counted for any contest in question:

- when ballots are not scanned in the presence of the voter due to malfunction of precinct tabulating equipment and the prescribed counting machine will not accept an individual ballot during tabulating,
- when using automatic tabulating equipment at a centralized counting location and the prescribed counting machine will not accept an individual ballot, or
- when counting paper ballots by hand.

A. The following instructions assume a single-seat office, that is, the voter is only permitted to vote for one (1) candidate per contest.

1. Any ballot that is properly marked, as specified by the ballot instructions, in the target area for one (1) candidate or issue per contest shall be counted as a vote for that candidate or issue.

Votes to be counted:

For Attorney General (Vote for one)	
<input checked="" type="checkbox"/>	Lucille Ball
<input type="checkbox"/>	Jack Benny
<input type="checkbox"/>	Desi Arnaz

For Attorney General (Vote for one)	
<input type="radio"/>	Lucille Ball
<input checked="" type="radio"/>	Jack Benny
<input type="radio"/>	Desi Arnaz

For Attorney General (Vote for one)	
Lucille Ball	<input type="radio"/>
Jack Benny	<input checked="" type="radio"/>
Desi Arnaz	<input type="radio"/>

2. Any ballot that is properly marked with any device other than the approved marking device which prevents a machine count, shall be counted as a vote.

3. Any ballot with identical marks for more than one (1) candidate or issue per contest, without additional clarifying marks, shall be deemed an over-vote, and no vote shall be counted.⁴

Votes NOT counted:

For Attorney General (Vote for one)	
<input checked="" type="checkbox"/>	Lucille Ball
<input checked="" type="checkbox"/>	Jack Benny
<input type="checkbox"/>	Desi Arnaz

For Attorney General (Vote for one)	
<input type="checkbox"/>	Lucille Ball
<input checked="" type="checkbox"/>	Jack Benny
<input checked="" type="checkbox"/>	Desi Arnaz

Proposed Constitutional Amendment No. 1 (Referred to the People by the General Assembly) (Popular Name)		
An amendment to limit the increase in the assessed value of a taxpayer's real property after a countywide reappraisal and to require a property tax credit.		
FOR	Proposed Referred Constitutional Amendment No. 1	<input checked="" type="checkbox"/>
AGAINST	Proposed Referred Constitutional Amendment No. 1	<input checked="" type="checkbox"/>

4. Any ballot with marks for more than one (1) candidate per contest, where the names for all but one (1) candidate are stricken through, shall be counted for the one (1) candidate whose name was not stricken.

Vote to be counted (for candidate not stricken through):

For Attorney General (Vote for one)	
<input type="checkbox"/>	Lucille Ball
<input type="checkbox"/>	Jack Benny
<input type="checkbox"/>	Desi Arnaz
<input type="checkbox"/>	Lenny Bruce

Vote counted for Lucille Ball

⁴ Arkansas Code Annotated § 7-5-315(4)

5. Any ballot with identical marks for more than one (1) candidate per contest, clarified by an additional mark or marks that indicate support for a single candidate, shall be counted as a vote for the candidate with the additional clarifying marks.

Votes to be counted (for candidate with additional clarifying mark):

For Attorney General
(Vote for one)

☒ Lucille Ball

☒ Jack Benny

☒ Desi Arnaz

☒ Lenny Bruce

Vote counted for Jack Benny

For Attorney General
(Vote for one)

↓
☐ Lucille Ball

☐ Jack Benny

☐ Desi Arnaz

☐ Lenny Bruce

Vote counted for Lucille Ball

For Attorney General
(Vote for one)

Lucille Ball ← ☐

Jack Benny ← ☐

Desi Arnaz ← ☒

Lenny Bruce ← ☐

Vote counted for Desi Arnaz

6. Any ballot that has any mark in the target area or candidate or issue area for one (1) candidate or issue only, including circling the target area and/or the candidate's name or issue or making a mark through the target area or candidate's name or issue, provided no other candidate for that office or issue is similarly marked, shall be counted as a vote for that candidate or issue, unless the mark is clearly a negative comment.

a. Votes to be counted:

For Attorney General
(Vote for one)

☐ Lucille Ball

☐ Jack Benny

☒ Desi Arnaz

☐ Lenny Bruce

For Attorney General
(Vote for one)

☒ Lucille Ball

☐ Jack Benny

☐ Desi Arnaz

☐ Lenny Bruce

For Attorney General
(Vote for one)

Lucille Ball ← ☐

Jack Benny ← ☒

Desi Arnaz ← ☐

Lenny Bruce ← ☐

b. Vote NOT counted:

For Attorney General
(Vote for one)

☐ Lucille Ball

☐ Jack Benny

☐ Desi Arnaz

☐ Lenny Bruce

7. Any ballot that has a mark in the target area or candidate or issue area for one (1) candidate or issue, which partially extends into one (1) or more other target areas or candidate or issue areas shall be counted as a vote for the candidate or issue so marked only if it is readily apparent that most of the mark is in that candidate or issue area or target area.

Votes to be counted:

For Attorney General
(Vote for one)

☐ Lucille Ball

☐ Jack Benny

☐ Desi Arnaz

☐ Lenny Bruce

For Attorney General
(Vote for one)

☐ Lucille Ball

☐ Jack Benny

☒ Desi Arnaz

☐ Lenny Bruce

For Attorney General
(Vote for one)

Lucille Ball ←

Jack Benny ←

Desi Arnaz ←

Lenny Bruce ←

8. Any ballot that has a mark in the target area or candidate or issue areas for one (1) candidate or issue and on which other marks in the target area or candidate or issue areas for any other candidates or issues have been partially erased, scratched out, or otherwise removed, shall be counted as a vote for the candidate or issue for which the mark was not erased, scratched out, or otherwise removed.

Votes to be counted:

For Attorney General
(Vote for one)

☒ Lucille Ball

~~Jack Benny~~

~~Desi Arnaz~~

☐ Lenny Bruce

For Attorney General
(Vote for one)

~~Lucille Ball~~

☒ Jack Benny

☐ Desi Arnaz

☐ Lenny Bruce

For Attorney General
(Vote for one)

Lucille Ball ←

Jack Benny ←

Desi Arnaz ←

Lenny Bruce ←

9. Any ballot in which writings or remarks appear to be ranking the candidates (letters, numbers, +/-, etc.) shall not be considered valid marks, and shall not be counted as a vote.

Vote NOT counted:

For Attorney General
(Vote for one)

☐ Lucille Ball

☐ Jack Benny

☐ Desi Arnaz

☐ Lenny Bruce

10. Any ballot with positive or negative writings or remarks regarding one (1) or more candidates or issues, shall not be counted as a vote for that contest, unless clarified by an additional mark or marks that indicate support for a single candidate.

Votes NOT counted:

For Attorney General
(Vote for one)

☐ Lucille Ball **GO GIRL**

☐ Jack Benny

☐ Desi Arnaz

☐ Lenny Bruce

For Attorney General
(Vote for one)

☐ Lucille Ball

☐ Jack Benny **NEVER**

☐ Desi Arnaz

☐ Lenny Bruce

For Attorney General
(Vote for one)

Lucille Ball ← —

Jack Benny ← —

Desi Arnaz ← — **LIAR**

Lenny Bruce ← —

Votes to be counted:

For Attorney General
(Vote for one)

☒ Lucille Ball

☐ Jack Benny **NEVER**

☐ Desi Arnaz **MY GUY**

☐ Lenny Bruce

Vote counted for Lucille Ball

For Attorney General
(Vote for one)

☐ Lucille Ball **GO GIRL**

☐ Jack Benny

☒ Desi Arnaz **MY GUY**

☐ Lenny Bruce

Vote counted for Desi Arnaz

11. Any ballot on which the voter casts a vote on the ballot and writes in a different, qualified candidate in the write-in area shall be considered an over-vote for that contest and neither vote shall be counted.

Votes NOT counted:

For Attorney General (Vote for one)	
<input type="radio"/>	Lucille Ball
<input type="radio"/>	Jack Benny
<input checked="" type="radio"/>	Desi Arnaz
<input checked="" type="radio"/>	<u>Lenny Bruce</u>

For Attorney General (Vote for one)	
Lucille Ball	<input checked="" type="radio"/>
Jack Benny	<input checked="" type="radio"/>
Desi Arnaz	<input checked="" type="radio"/>
<u>Lenny Bruce</u>	<input checked="" type="radio"/>

12. No write-in vote may be counted unless the name of the write-in candidates shall have been written on the ballot in the handwriting of the person casting the vote.⁵
13. Any abbreviation, misspelling, or other minor variation in the form of the name of a candidate must be disregarded in determining the validity of the ballot if it can reasonably be determined that the write-in vote is for a write-in candidate who has qualified for that office.⁶
- B. The following instructions assume multi-seat offices, that is, the voter is permitted to vote for more than one (1) candidate per contest.
1. If a voter casts votes for fewer candidates in a contest than are allowable, a vote shall be counted for those candidates adequately marked for that contest.
 2. If a voter casts votes for more candidates in a contest than are allowable, the contest shall be considered an over-vote and not counted.⁷

§ 302 Punch Card Ballots

Where punch card voting devices are used and the prescribed counting machine will not accept an individual ballot, the following standards shall apply in determining whether a ballot has been properly voted and whether a vote should be counted for any contest in question.

⁵ Arkansas Code Annotated § 7-5-315(2)

⁶ Arkansas Code Annotated § 7-5-205(2)

⁷ Arkansas Code Annotated § 7-5-315(4)

- A. The following instructions assume a single-seat office, that is, the voter is only permitted to vote for one (1) candidate or issue per contest.
1. Depressions, dimples, indentations, or other marks on the vote card shall be considered inadequate markings and shall not be counted as a vote.
 2. A vote card with chad(s) in which only one corner is broken or separated from the card shall be considered partially punched and shall not be considered a vote for that contest.
 3. A vote card with chad(s) in which two (2) or more corners are broken or separated from the card shall be considered properly punched and shall be considered a vote and counted for that contest.
 4. A vote card with one (1) candidate properly punched and one (1) candidate partially punched shall be considered a vote for the properly punched candidate and counted for that contest.
 5. A vote card with more than one (1) candidate properly punched shall be considered an over-vote, and no vote shall be counted for that contest.⁸
 6. Any ballot in which the entire ballot is marked in a manner preventing a machine count shall be counted as a vote if the markings clearly and consistently indicate which candidate the voter supports.
- B. The following instructions assume multi-seat offices, that is, the voter is permitted to vote for more than one (1) candidate per contest.
1. If a voter casts votes for fewer candidates in a contest than are allowable, a vote shall be counted for those candidates properly punched for that contest.
 2. If a voter casts votes for more candidates in a contest than are allowable, the contest shall be considered an over-vote and not counted.⁹

⁸ Arkansas Code Annotated § 7-5-315(4)

⁹ Arkansas Code Annotated § 7-5-315(4)

§ 303 Direct Recording Electronic Voting System

This voting system is programmed to prevent a voter from voting for more than the maximum allowable number of candidates in any one (1) contest preventing the voter from over-voting any contest on the ballot. The voter is alerted of any under-votes during the final ballot review process.

§ 304 Lever Voting Machines

Upon entering the voting booth and selecting candidates by means of pulling the lever corresponding to the candidate's name and pulling the curtain lever, the vote is automatically recorded preventing any audit trail recording of an individual voter's intent.

AFFIDAVIT OF COMPLIANCE

As members of the _____ County Board of Election Commissioners, we do hereby affirm compliance with the duties and responsibilities listed below for the _____ Election held in _____ County on _____, 20____.

Enter a checkmark (✓) in the blank to confirm completion of each task. If not applicable, please indicate "N/A" on this report. Please explain all exceptions on attached sheets signed by each member.

Checklist

1. _____ Held a public meeting to determine by lot the order in which the names of candidates would appear on the ballots not less than thirty-five (35) days before the general election (ballot order for runoff remains the same as for previous election) [§7-5-208(f)(4)]
2. _____ Changed precinct boundaries, created new precincts, or changed polling sites at least thirty-one (31) days before the election [§7-5-101(a)(4)(A)]
3. _____ Met to elect one member of the county board to serve as chair of the commission at least thirty (30) days before the general election [§7-4-105(a)]
4. _____ Prepared ballots, ballot labels, and/or candidate and issue labels in accordance with Arkansas Code Annotated §§ 7-5-208, 7-5-511, 7-5-610, 7-5-611(a), 7-7-305, 7-9-117 and 7-10-102(b)(2)
5. _____ Certified the printed ballots, ballot labels, and/or candidate and issue labels prior to delivery to the county clerk for absentee voting [§§7-5-208; 7-5-512(a); 7- 5-610; 7-5-611(a); 7-7-305; 7-10-102(b)(2)]
6. _____ Gave notice by mail to candidates of the time and place of voting machine preparation [§7-5-516]
7. _____ Delivered absentee ballots to the county clerk:
 - a)_____ at least twenty-five (25) days before the preferential primary, general, nonpartisan judicial general, nonpartisan judicial runoff, school, or special election [§7-5-407(a)]
 - b)_____ at least ten (10) days before runoff elections [§7-5-407(b)]
8. _____ Appointed election officials at least twenty (20) days before the election [§§6-14-106(a); 7-4-107(b)(1)(A); 7-5-414(a); 7-5-418(b)(2); 7-7-203(e); 7-7-302]

9. _____ Published in a newspaper of general circulation in the county public notice of the date of the election, hours of voting on election day, polling sites, and candidates and offices to be elected:
 - a) _____ at least twenty (20) days before the preferential primary or general election
[§7-5-202(a)]
 - b) _____ at least ten (10) days before the runoff or special election [§7-5-202(a)]
 - c) _____ at least five (5) days before the primary, general, runoff, or special election
[§7-5-202(b)]
10. _____ Published and posted in a public place in the county sheriff's and county clerk's office, the list of appointed election officials, including the names of election commissioners at least fifteen (15) days before the election [§7-4-107(b)(2)]
11. _____ Posted a list at the door of the courthouse of all nominations, proposed amendments to the constitution, and all questions to be submitted to the electors at the election at least ten (10) days before the election [§7-5-206(a)]
12. _____ Held public testing of automatic tabulating equipment at least five (5) days before the election [§7-5-611(c)(1)]
 - a) _____ gave public notice of the time and place of the test by publication in a daily or weekly newspaper in the town, city, or county using the equipment at least forty-eight (48) hours prior to testing [§7-5-611(c)(2)]
13. _____ Posted notice in a conspicuous place in the courthouse of the location of each place where votes would be counted by electronic voting equipment, including the names and numbers of all precincts to be counted at each location at least three (3) days before the election [§7-5-614(a)(2)]
14. _____ Delivered to persons designated by the county board of election commissioners ballots and supplies for delivery to election officials at least one (1) day before the election [§7-5-211(a); 7-5-512(c)]
 - a) _____ provided sufficient quantities of ballots for each polling site [§§7-5-210; 7-7-305]
 - b) _____ provide all required supplies, forms, and postings (*see pages 27 & 28 of manual*)
15. _____ Posted at the county clerk's office the time and location of opening, processing, canvassing and counting absentee ballots [§7-5-416(a)(2)]
16. _____ Received all election materials and returns from the election officials immediately after the polls closed and reviewed the election official checklists from each polling location for compliance with election procedures [§7-5-317(b)]
17. _____ For federal, state, and district elections, declared preliminary and unofficial results of the election (including a statement of the number of outstanding absentee ballots of overseas voters) immediately after the count of the votes was completed and reported these results to the county clerk for immediate transmission to the Secretary of State via the internet website provided by the Secretary of State [§7-5-701(a)(2)]

18. _____ Reviewed and determined the validity of all provisional ballots prior to certification of the results of the election [§§ 7-5-306(b)(3); 7-5-312(c)(1); 7-5-416(b)(1)(H)(ii); 7-5-417(c); 7-7-308(d)]
19. _____ Certified the election to the Secretary of State and county clerk, as the case may be, no earlier than forty-eight (48) hours and no later than the tenth calendar day after the election [§§ 6-14-115; 7-5-701(a)(1); 7-5-707(c)(1); 7-7-203(g)(1); 7-7-309; 7-9-119]
20. _____ Reported to the State Board of Election Commissioners at the same time of certifying the vote to the Secretary of State, the total number of ballots cast, the total number of ballots printed and delivered to the polls, the total number of provisional ballots that were disqualified, the total number of spoiled ballots, and the total number of unused ballots [§7-5-707(a)(1) and (c)(2)]
21. _____ Mailed to the Secretary of State certified copies of the abstract of the returns of the election for members of Congress, all executive, legislative and judicial officers no earlier than forty-eight (48) hours after the election and no later than the tenth calendar day after the election [§7-5-701(c)(1)(A)]
22. _____ Delivered a certificate of election within fourteen (14) calendar days after the day of the election to the person having the highest numbers of legal votes for any county office [§7-5-701(a)(3)]
23. _____ Signed, notarized, and filed this compliance affidavit with the State Board of Election Commissioners affirming compliance with all duties and responsibilities of conducting the election within fifteen (15) days after the election [§7-4-107(e)]
24. _____ Reported to the State Board of Election Commissioners the number of overvotes and undervotes cast in the election within thirty (30) calendar days after the election [§7-5-707(b)]

RECOUNT (if applicable):

- _____ Received petition for recount from a candidate
- a) _____ no later than two (2) days after the county board declared preliminary and unofficial results (the number of outstanding overseas absentee ballots was insufficient to change the results of the election) [§7-5-319(a)(2)]
 - b) _____ prior to the county board certifying the results of the election (the number of outstanding overseas absentee ballots was sufficient to potentially change the results of the election [§7-5-319(a)(3)]
- _____ Notified all candidates whose election could be affected by the outcome of the recount within forty-eight (48) hours after receipt of the petition for recount [§7-5-319(h)]
- _____ Provided the candidate requesting the recount a copy of the test results on the voting machines performed pursuant to Arkansas Code Annotated §§7-5-504(20) and 7-5-611(c) and (d) [§7-5-319(b)]

- _____ Opened the package containing the ballots and recounted the ballots
- a) _____ in the same manner as the initial count [§7-5-319(c)]
- b) _____ determined a possible malfunction of the voting machine or automatic tabulating equipment, in which case, identify the process used for the recount [§7-5-319(c)] _____
- _____
- _____
- _____
- c) _____ After the recount, sealed the ballots for retention as provided by law [§7-5-319(e)]

*

*

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We the undersigned members of the County Board of Election Commissioners for the County of _____ do hereby swear/affirm that the above is true to the best of our knowledge this _____ day of _____, 20_____.

ALL ELECTION COMMISSIONERS MUST SIGN

Election Commission Chair

Election Commissioner

Election Commissioner

Subscribed and sworn to before me this the _____ day of _____, 20_____.

Signature _____

Clerk, Judge, Notary or J.P.

Residence _____

RETURN TO:
State Board of Election Commissioners
501 Woodlane, Suite 122
Little Rock, Arkansas 72201